

**SAGEM
FAX 4640**



User Manual

WELCOME

Congratulations for purchasing this SAGEM new generation communication terminal. Your Laser Fax Machine is the answer to all your most demanding professional needs.

This User's Manual presents the model in the range:

Model	Equipment
FAX 4640	• 33.6 kbps fax. • 16 ppm Black & White laser printer.

It combines power, user-friendliness and simplicity thanks to its navigator, its multitask access and its direct access directory.

We recommend that you read this Manual carefully, in order to familiarise yourself with the various features and functions of your terminal.

List of accessories¹

The following additional accessories are proposed for the FAX 4640:

- Directory card.
- 500-page paper tray.

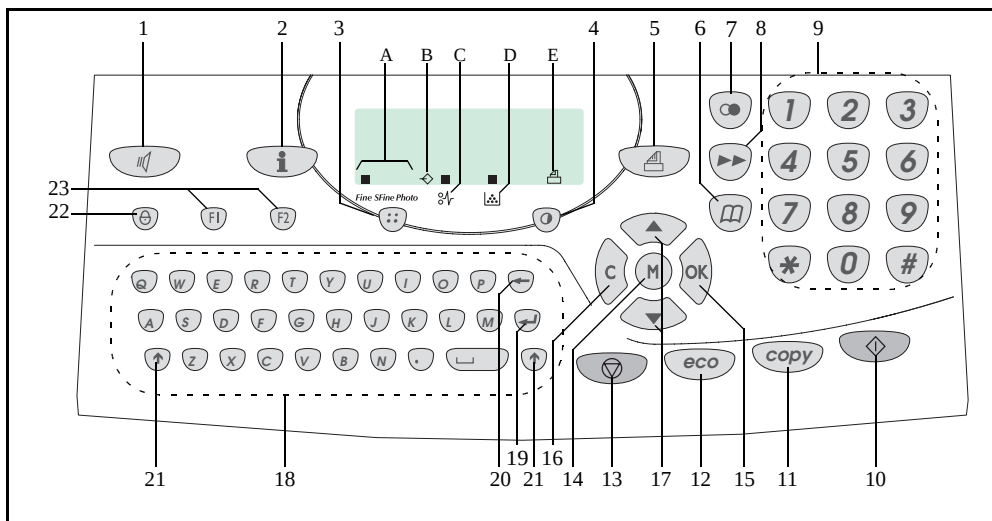
Consumables

To refer to the last page of this user manual for the references.

1. The list of accessories is subject to change without prior notice.

Control panel

1. key: manual line taking, tone monitoring during fax transmission.
2. key: print the functions list.
3. key: scanning resolution during transmission or copy.
4. key: contrast adjustment.
5. key: printing a stored fax in the fax-TAD mode.
6. key: access to directory and quick-dial numbers.
7. key: access to the last dialed numbers.
8. key: broadcast transmission (fax).
9. Numerical keypad.
10. key: fax transmission or black & white local copy.
11. **copy** key: local black-and-white copy.
12. **eco** key: selecting the eco mode.
13. key: stop current operation.
14. **M** key: access to the different functions (MENU).
15. **OK** key: confirm displayed selection.
16. **C** key: return to previous menu and correct data entry.
17. or keys: navigation keys.
18. Alphabetical keypad.
19. key: enter or go to next line.
20. key: erase character before cursor.
21. key: Shift key.
22. key: Caps lock key.
23. **F1** and **F2** keys: memorise a key combination.
 A Scanning resolution during fax transmission (Fine, SFine, Photo).
 B "Line" icon:
 On: communication in progress,
 Blinking: communication being established.
 C Printer Paper Jam indicator.
 D "Toner" icon:
 On: toner empty,
 Blinking: toner near end, toner low.
 E Fax reception icon:
 * On: reception possible,
 * Blinking: unprinted document(s) in memory or being received,
 * Off: reception impossible.



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The mark **CE** attests that the products comply with the essential requirements of Directive R&TTE 1999/5/EC.

For user safety, in accordance with Directives 73/23/EC.

For electromagnetic interference, in accordance with Directive 89/336/EC.

The manufacturer declares that the products are manufactured in accordance with ANNEX II of Directive R&TTE 1999/5/EC.

1 INSTALLATION



INSTALLING YOUR TERMINAL

INSTALLATION REQUIREMENTS

A proper location helps to ensure that your printer provides you with the long service life for which it is designed. Double-check to make sure that the location you select has the following characteristics:

- **Choose a location that is well ventilated.**

- When installing the terminal close to a wall, make sure the distance between the wall and the upper edge of the stacker is at least 25 centimetres for easier opening of the upper cover.



- Make sure there is no chance of ammonia or other organic gasses being generated in the area.
- The grounded power outlet (refer to the safety instructions in the **Safety and Environment** Chapter) you plan to connect to for power should be nearby and not obstructed.
- **Make sure that the printer is not exposed to direct sunlight.**
- Avoid areas in the direct airflow of air conditioners, heaters, or ventilators and areas subject to temperature and humidity extremes.
- Choose a sturdy, level surface where the printer will not be exposed to strong vibration.
- **Keep the printer away from any objects that might block its heat vents.**
- Do not locate the printer near curtains or other combustible objects.
- Choose an area where there is no possibility of the printer being splashed with water or other liquids.
- Make sure that the surrounding area is clean, dry, and free of dust.

Operational precautions

Note the following important precautions whenever using the printer.

Operating environment

The following describes the operating environment required when using the printer:

- Temperature:
10°C to 35°C (50°F to 95°F) with fluctuation of 10°C (18°F) per hour.
- Humidity:
20% to 80% (no condensation) with fluctuation of 20% per hour.

Terminal

The following describes precautions for using the terminal:

- Never turn the terminal off or open any of its covers during a print operation.
- Never place flammable gasses, liquids or objects that generate magnetic forces near the terminal.
- When unplugging the power cord, always grasp the plug and never pull on the cord. A damaged cord creates the danger of fire or electrical shock.
- Never touch the power cord when your hands are wet. Doing so creates the danger of electrical shock.
- Always unplug the power cord before moving the terminal. Failure to do so can damage the power cord, creating the danger of fire or electrical shock.
- Always unplug the power cord if you do not plan to use the terminal for a long time.
- Never try to remove any secured panel or cover. The terminal contains high-voltage circuit which creates the danger of electrical shock when exposed.
- Never try to modify the terminal. Doing so creates the danger of fire or electrical shock.
- Never place any heavy objects on the power cord, pull on it or bend it. Doing so creates the danger of fire or electrical shock.
- Always make sure the terminal is not placed on the electrical cord or the communications cables of any other electrical equipment. Also make sure that cords and cables do not get into the terminal's mechanism. Any of these conditions create the danger of malfunction and fire.
- Always take care that paper clips, staples, or other small pieces of metal do not get into the terminal through its vents or other openings. Such objects create the danger of fire or electrical shock.
- Do not allow water or other liquids to spill on or near the terminal. Fire or electrical shock can occur should water or liquid come into contact with the terminal.
- Should liquid or any piece of metal accidentally get inside the printer, immediately turn it off, unplug the power cord, and contact your dealer. Failure to take this immediate action creates the danger of fire or electrical shock.
- Whenever the terminal emits unusually high amounts of heat, smoke, an unusual odor, or noise, immediately turn it off, unplug it, and contact your dealer. Failure to take this immediate action creates the danger of fire or electrical shock.
- **Paper for printer: do not use paper previously printed by your terminal or any other printer; the ink or toner deposited on that paper might damage the printing system of your terminal.**

Caution - Be sure to locate the terminal in a well-ventilated location. A minimal amount of ozone is generated during normal operation of this terminal. Because of this, an unpleasant odor may result when the printer is used for extensive printing in a poorly ventilated area. For a comfortable, healthy, and safe operation, be sure to locate the terminal in a well-ventilated area.

UNPACKING THE MACHINE PARTS

 Remove the plastic bags and check for the parts depicted below.



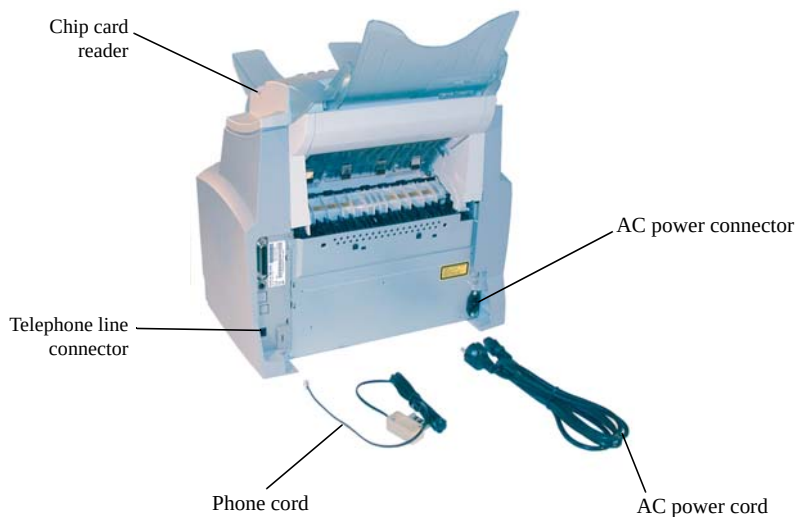
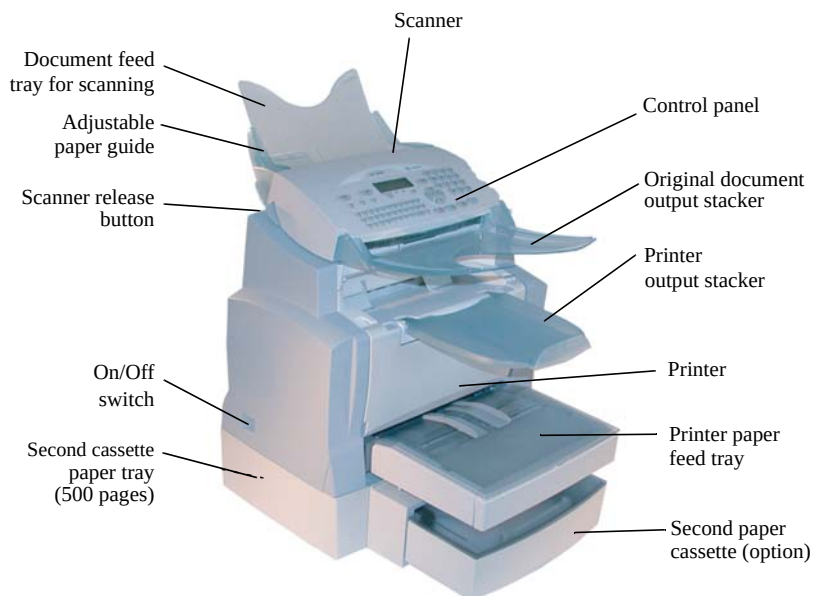
-  Pull out the two pads from the paper feed inlet.



-  Press the paper size guide on the right, in order to push both paper size guides to the left or to the right. Pull out the plastic tab and the shipping tape from the paper feed inlet.



DESCRIPTION

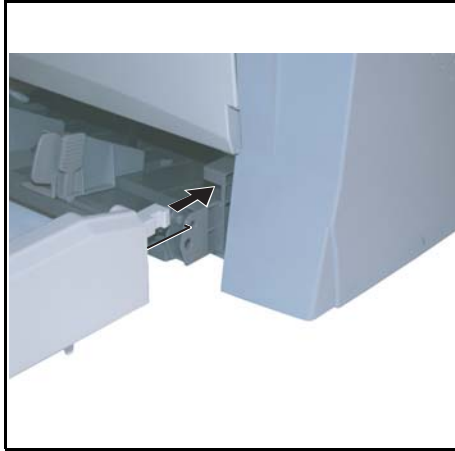


INSTALLING THE REMOVABLE PARTS

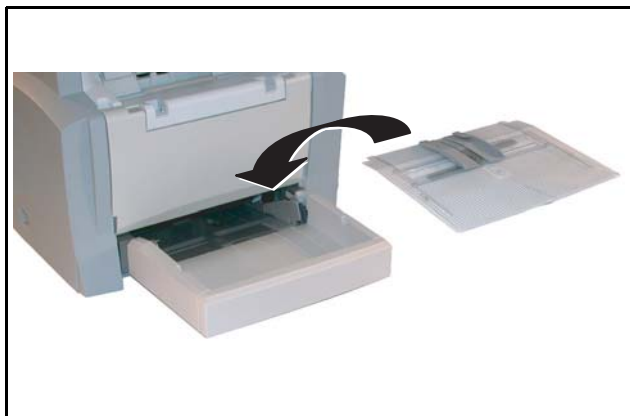
This section details the installation of the terminal's removable parts.

INSTALLING THE PRINTER PAPER TRAY

- ✎ Using the printer's left and right notches, gently push the tray in until it stops (as illustrated below).

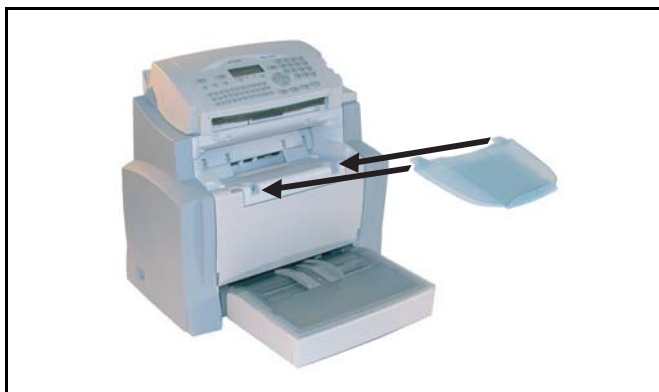


-  Fit the tray cover.



INSTALLING THE PRINTER OUTPUT STACKER

-  With both hands, slightly bend the centre part of the stacker upwards in order to insert its clips into the notches located on the upper part of the printer. Release the stacker so that it recovers its initial shape.



INSTALLING THE DOCUMENT FEEDER FOR SCANNING

- ✎ Fit the stacker by inserting its two toes into the notches provided at the rear of the terminal.



INSTALLING THE ORIGINAL DOCUMENT OUTPUT STACKER

- ✎ Fit the output stacker on the upper front part of the terminal by inserting its two toes into the notches provided.



LOADING PAPER

- ☞ Press the paper size guide on the right in order to push both paper size guides to the left or to the right.

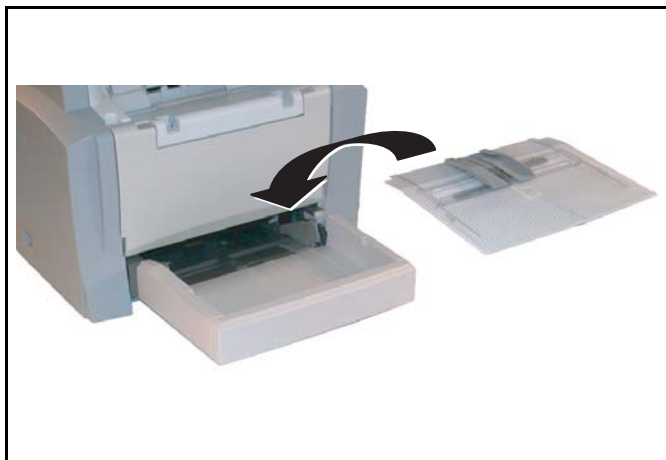


- ☞ Place a stack of paper into the tray. In case of letterhead paper, be sure to place the paper printed side up.
- ☞ Secure the stack of paper by pushing the paper size guides against the right and left edges of the stack.

Supported types of paper:

Auto-feed cassette	60 to 90 g/m ²
Manual feed tray	60 to 160 g/m ²

- ✎ Fit the paper tray cover into place.

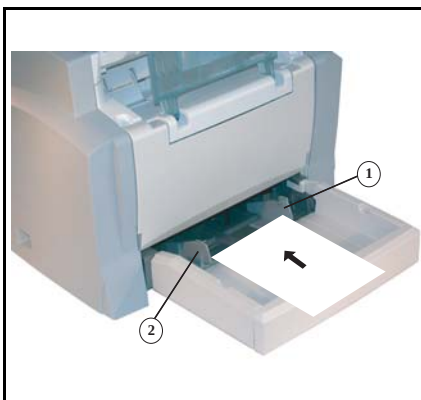


LOADING PAPER MANUALLY

When printing on special paper, such as 60 to 160 g/m² max. colour paper or transparent film (laser printer compatible), you should load the paper manually, one sheet after the other.

To do so:

- ✎ Insert your sheet of paper or film between the two feed pawls 1 and 2 located on the paper tray cover until it stops in the printer.
- ✎ Adjust the sheet or film width as appropriate by means of feed pawls 1 or 2.



INSTALLING THE SECOND PAPER CASSETTE UNIT (OPTION)

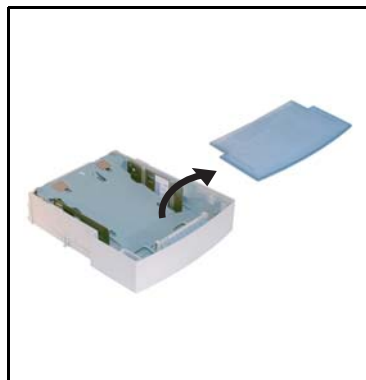
Remove the second paper cassette unit and tray 2 from their packaging, including the protective tape used to hold the various components in place.

Place the printer on top of the base unit. Make sure to align the coupling pins of the base unit with the holes located underneath the printer.

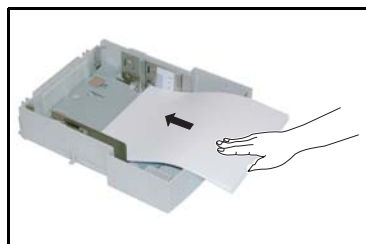
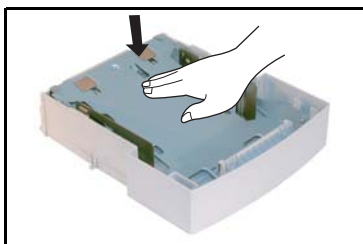
Remove the cover from tray 2.



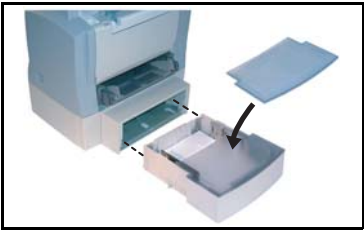
Press down on the paper lifting plate located inside of tray 2 until it locks.



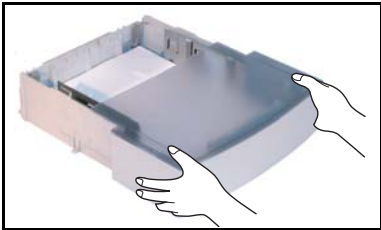
Place a stack of up to 500 sheets of paper into tray 2 so that the side that was facing up when the paper was unwrapped is still facing up.



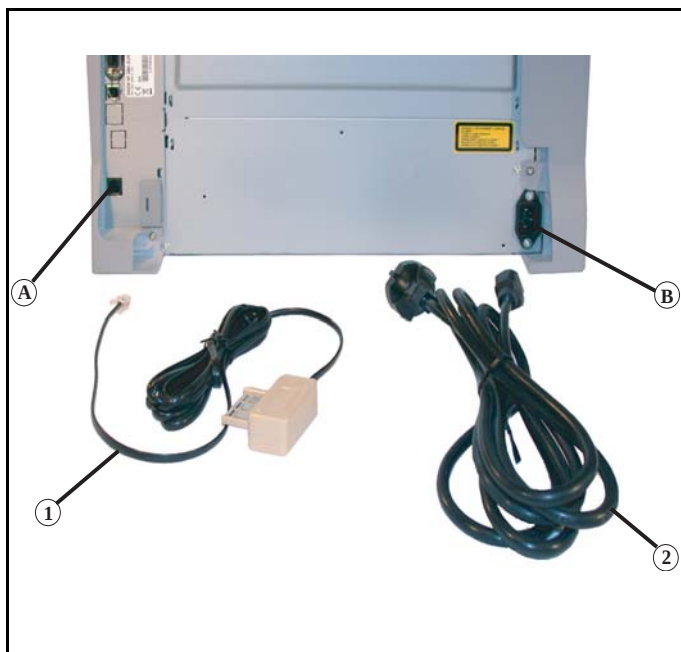
Replace the cassette cover and insert tray 2 into the second paper cassette unit.



Remark: Be sure to use both hands whenever tray 2 is removed from or inserted into the second paper cassette unit.



CONNECTIONS

**Key to the diagram:**

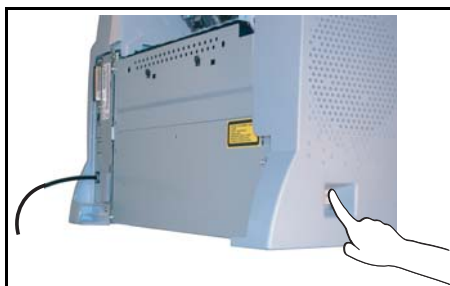
A: Telephone line connector

B: AC power connector

1: Line cord (model depending on country)

2: AC power cord (model depending on country)

 Make sure the On/Off switch is set to 0 (Off).



TELEPHONE CONNECTION

- ☞ Plug end of the telephone line (1) into the connector (A) on the fax machine, and the other end into the wall telephone socket.

POWER LINE CONNECTION AND SWITCH-ON

Caution - Refer to safety procedures in the **Safety and Environment** Chapter.

- ☞ Plug end of the main power cord (2) into the connector (B) on the fax machine, and the other end in the wall outlet.
- ☞ Set the On/Off switch to position 1 (On).

After a few seconds, when the printer has warmed up, the date and time will appear.

2 GETTING STARTED



NAVIGATION METHODS

PRESENTATION

The navigator gives you access to the menus visible on screen.

The navigator



This navigator has 5 keys and allows you to move within the menus available on your machine.

Moving within the menus

To	Use key	Symbol used
Enter the main menu.		M
Select the next line in a menu.		▼
Select the previous line in a menu.		▲
Confirm entry and go to the following menu.		OK
Return to the previous menu.		C
Confirm and exit from the current menu.		◊
Exit without confirming from the current menu.		▽

Moving within a data entry field

To	Use key	Symbol used
Move to the right.		▼
Move to the left.		▲

To	Use key	Symbol used
Confirm your entry.		OK
Delete a character by moving the cursor to the left.		C
Confirm your entry and return to the initial screen.		

The display screen

The screen has two lines of 16 characters.
The cursor ► shows the line you selected.



For menus with more than two choices, use the arrows ▲ or ▼ of the navigator to obtain the next (hidden) lines of the menu (3, 4, etc.).

ACCESS TO FUNCTIONS

Access to functions may be achieved in two ways.

- **Menu-driven access.**
- **Direct function access.**

Menu-driven access

You may print the functions list to know the number of a function.

👉 Press the **M** key, the functions menu appears.



👉 Use the ▲ or ▼ navigator arrows to move the cursor ► in front of the required function.



👉 Validate your choice by pressing **OK**.

☞ When in the selected menu, use the ▲ or ▼ navigator arrows to move the cursor ► in front of the required sub-function.

51 ► FUNCTIONS LIST
52 LOGS

☞ Validate your choice by pressing **OK**.

Direct access by number

You may print the functions list (**M 51 OK**) to know the number of a function.

From the stand-by mode:

☞ Press the **M** key, enter the number of the required function and validate your choice by pressing **OK**.

FUNCTIONS LIST

MAIN MENU 1: *DIRECTORY*

Functions	Function description	Page
M 11 OK - NEW CONTACT	Enter a name in the directory	p. 4-2
M 12 OK - NEW LIST	Enter a relay broadcast list	p. 4-3
M 13 OK - MODIFY	Modify a record or a list	p. 4-5
M 14 OK - CANCEL	Delete a record or a list	p. 4-5
M 15 OK - PRINT	Print the directory	p. 4-5
M 16 OK - SAVE/LOAD	Store the directory on a chip card	
161 OK SAVE	Save the directory to a chip card	p. 4-1
162 OK LOAD	Load the directory from a chip card	p. 4-1

MAIN MENU 2: *SETUP*

Functions	Function description	Page
M 21 OK - DATE/TIME	Enter the date and the time	p. 3-1
M 22 OK - NUMBER/NAME	Enter your name and your number	p. 3-2
M 23 OK - SEND	Transmission settings	
231 OK SEND REPORT	Choose to print the communication report (voir M 381 OK)	p. 3-4
232 OK MEMORY SEND.	Send from feeder or memory	p. 3-5
233 OK ECO PER	Set the economy period (see M 32 OK)	p. 3-5
M 24 OK - RECEPTION	Reception settings	
241 OK REC. PAPER	Accept reception without paper	p. 3-6
242 OK NBR OF COPIES	Number of copies of received documents	p. 3-6
M 25 OK - NETWORK	Network settings	
251 OK NETWORK TYPE	Select the type of network	p. 3-3
M 29 OK - TECHNICALS	Technical parameters	p. 3-7

MAIN MENU 2: SETUP

Functions	Function description	Page
M 20 OK - GEOGRAPHICAL	Geographical settings	p. 3-3
201 OK <i>COUNTRY</i>	The country you select will set the corresponding network, language and keyboard	p. 3-3
202 OK <i>NETWORK</i>	Set the network individually	p. 3-3
203 OK <i>LANGUAGE</i>	Set the language individually	p. 3-3

MAIN MENU 3: FAX

Functions	Function description	Page
M 31 OK - TRANSMISSION	Single- and multiple-address transmission	p. 5-4
M 32 OK - ECO TRANS.	Send a document during the economy period	p. 3-5
M 33 OK - POLLING RX	Polling request	p. 5-15
M 34 OK - POLLING TX	Deposit a document	p. 5-15
M 35 OK - MBX SENDING	Send to a mailbox	p. 5-24
M 36 OK - MBX POLLING	Poll a mailbox	p. 5-25
M 37 OK - BROADCAST	Broadcast transmission	p. 3-7
M 38 OK - FAX ANSW.	Control of fax answering machine	p. 3-5
381 OK <i>PRINT</i>	Print fax messages stored in the memory	p. 3-6
382 OK <i>ACTIVATION</i>	Activating or deactivating the answering machine	p. 3-6
383 OK <i>ANSWER CODE</i>	Saving an access code	p. 3-6
M 39 OK - REROUTING	Rerouting of a document to a directory entry	p. 5-5
3911 OK <i>ACTIVATION</i>	Gateway activation	p. 5-5
3912 OK <i>CALL NUMBER</i>	Recipient selection	p. 5-6
3913 OK <i>COPY</i>	Rerouted document local printing	p. 5-6
392 OK - TX FORWARD.	TX forwarding function	
3921 OK <i>ACTIVATION</i>	TX forwarding activation	p. 5-6
3922 OK <i>CALL NUMBER</i>	Recipient selection	p. 5-6

MAIN MENU 5: PRINT

Functions	Function description	Page
M 51 OK - FUNCTIONS LIST	Print the functions list	p. 5-13
M 52 OK - LOGS	Print the communication logs	p. 5-12
M 53 OK - DIRECTORY	Print the directory	p. 4-5
M 54 OK - SETUP	Print the settings list	p. 5-13
M 55 OK - COMMANDS	Print the commands list (see M 65 OK)	p. 5-8
M 56 OK - MBX LIST	Print the MBX list (see M 75 OK)	p. 5-24

MAIN MENU 6: COMMANDS

Functions	Function description	Page
M 61 OK - PERFORM	Execute a pending command	p. 5-7
M 62 OK - MODIFY	Modify a pending command	p. 5-7
M 63 OK - CANCEL	Cancel a pending command	p. 5-8
M 64 OK - PRINT	Print a pending document	p. 5-8
M 65 OK - PRINT LIST	Print the commands list	p. 5-8
M 59 OK - DEPART. CODES	Print a department code list	p. 5-21

MAIN MENU 7: MAILBOXES

Functions	Function description	Page
M 71 OK - CREATE MBX	Create and modify a MBX	p. 5-23
M 72 OK - DEPOSIT MBX	Deposit a document into a MBX	p. 5-24
M 73 OK - PRINT MBX	Print the contents of a MBX	p. 5-24
M 74 OK - DELETE MBX	Delete an empty MBX	p. 5-24
M 75 OK - PRT MBX LIST	Print the MBX list	p. 5-24

MAIN MENU 8: ADVANCED FCT

Functions	Function description	Page
M 80 OK - CALIBRATION	Scanner calibration	p. 6-17
M 81 OK - LOCK	Activate an access limitation lock	p. 5-16
811 OK LOCKING CODE	Locking code	p. 5-16
812 OK LOCK KEYBD.	Activate keyboard lock	p. 5-16
813 OK LOCK NUMBER	Activate dialling lock	p. 5-17
M 82 OK - COUNTERS	See the activity counters	p. 5-14
821 OK PRINTED PG	Printed pages counter	p. 5-14
822 OK SCANNED PAGE	Scanned pages counter	p. 5-14
823 OK SENT PAGES	Sent pages counter	p. 5-14
824 OK RECEIVED PG	Received pages counter	p. 5-14
M 84 OK - SCAN. & PRINT	Scanner and printer settings	p. 5-10
841 OK SCANNER	Scanner settings	
842 OK PRINTER	Printer settings	
M 85 OK - CONSUMABLES	Status of consumables	p. 6-2
88 OK - DEPT. CODES	Setting the department codes	
881 OK ACTIVATION	Change the department code settings	p. 5-18
882 OK NEW DEPT.	Create or modify a department code	p. 5-19
883 OK DELETE	Delete a department code	p. 5-19
884 OK PRINT	Print a department code list	p. 5-20

3 SETTING YOUR MACHINE



MAIN SETTINGS

At the first power on, set-up the date and time, the network type, the language and check the others parameters shown hereafter.

BEFORE TRANSMISSION

Date/Time

At any moment you may change the date and time on your fax machine.

To change the date and time:

M 21 OK - SETUP / DATE/TIME

- ☞ Enter the numbers of the required time and date one after another,
(for example **November 8 2003** at **9h33**, press **0 8 1 1 0 3 0 9 3 3**) and press **OK** to confirm.

Summer time / winter time setting

A menu is available from which you can choose to change to summer / winter time automatically or not.
The **21>DATE/TIME** menu includes 2 submenus:

Manual mode

▼ 211 OK - SETUP / DATE/TIME / MODIFY

Your fax machine will prompt you to change the date and time via the numeric pad.

Automatic mode

▼ 212 OK - SETUP / DATE/TIME / AUTO ADJUST

If you select **NO** and confirm with **OK**, the summer / winter time will not be changed automatically and a setting in the **211 MODIFY** menu will be required from you for the machine to be set to the new time.

If you select **YES** and confirm with **OK**, you will not have to care about any change at the end of March and October. You will just be informed of this change by a message on the screen.

The default for this parameter is **NO**.

Warning message

On automatic changing to summer / winter time, a message will be displayed to inform you that the fax time has been changed.

FRI 25 MAR 02:01
CHECK TIME

or

SUN 30 OCT 02:01
CHECK TIME

 You next action on the fax keypad will cause this message to be automatically erased.

Your fax number/your name

Your fax will print out your fax number on each document it transmits if you save this number and if the machine is set to **SENDING HEADER** (refer to paragraph **Technical parameters**, page 3-7).

To save your fax number and your name:

M 22 OK - SETUP / NUMBER/NAME

 Enter your fax number (20 digits max.) and press **OK** to confirm.

 Enter your name (20 characters max) then press **OK** to confirm.

Type of network

You may connect your fax to either a PSTN or private network such as private automatic branch exchange (PABX). You must select the network which is the most convenient.

To select the type of network:

M 251 OK - SETUP / NETWORK / NETWORK TYPE

 Select option **PABX** or **PSTN** then confirm your choice with **OK**.

Geographical settings

These settings will enable you to use your machine in different preset countries using different languages.

Country

By choosing a country, you initialise:

- the settings for the public telephone network,
- the language by default.

To select the country:

M 201 OK - SETUP / GEOGRAPHICAL / COUNTRY

 Select the required option and press the **OK** key to confirm.

Remark: If the required language does not appear, select the setting "Others".

Network

This setting enables you to individually set the type of public telephone network so that your machine can communicate over the public network of the country you have chosen in compliance with the applicable standards.

Remark: These settings are different from the **NETWORK TYPE** (p. 3-3), which allows you to choose between public and private network.

To select the network:

M 202 OK - SETUP / GEOGRAPHICAL / NETWORK

 Select the required option and press the **OK** key to confirm.

Language

This setting enables you to choose a language other than that imposed by the COUNTRY setting.

To select the language:

M 203 OK - SETUP / GEOGRAPHICAL / LANGUAGE

 Select the required option and press the **OK** key to confirm.

Local prefix

This function is used when your fax is installed with a private network, behind a company's PABX. It allows you to program an additional automatic **local prefix** (to be defined), enabling you to automatically exit the company's telephone network system, but only under certain conditions:

- the company's internal numbers, where a prefix is not required, must be short numbers less than the **minimal size** (to be defined, for example France has 10 digits),
- the outside numbers requiring a prefix, must be long numbers greater or equal to the **minimal size** (to be defined, for example France has 10 digits).

Programming your fax with the local prefix consists of two steps:

- defining the **minimal size** (or equal) of the company's outside numbers,
- defining the outgoing **local prefix** of the company's telephone network. This prefix will automatically be added as soon as an external number is dialled.

Caution - If you define a local prefix, do not add it to the numbers stored in the directory, it will be automatically dialled with each number.

Defining the minimal size and the local prefix

M 252 OK - SETUP / NETWORK / PREFIX

- ☞ You can change the default value for the minimal size of the company's outside numbers and validate with **OK**. The minimal size will range between 1 and 30.
- ☞ Enter the outgoing local prefix of the company's telephone network (maximum 5 characters) and validate with **OK**.

Transmission report

You may print a **transmission report** for all communications over the telephone network (STN).

You may choose between more than one criteria for printing reports:

- **WITH**: a report is given when the transmission was properly performed or when it is completely abandoned (but there is only one report per request),
- **WITHOUT**: no transmission report, however, your fax will note all transmissions that took place in its log (refer to paragraph **Logs**, page 5-12),
- **ALWAYS**: a report is printed with each transmission,
- **ON ERROR**: a report is printed only if the transmission failed or is abandoned.

With each transmission report from memory, a reduced version of the first page is automatically reproduced.

To select the report type:

M 231 OK - SETUP / SEND / SEND REPORT

- ☞ Select the required option **WITH**, **WITHOUT**, **ALWAYS** or **ON ERROR** and confirm your choice with **OK**.

Document feed type

You may choose the way you want to feed your documents:

- from **memory**, transmission will take place only after memory storage of the document and dialling. It allows you to get your originals back quickly to free up the machine.
- from the feeder of the sheet-feed scanner (refer to paragraph **Document positioning**, page 5-1), transmission will occur after dialling. It allows transmission of larger documents.

To select the way you want to feed your documents:

M 232 OK - SETUP / SEND / MEMORY SEND.

 Select the option **MEMORY** or **FEEDER** and validate your choice with **OK**.

Remark: In feeder mode, the reduced image will not appear on the transmission report.

Economy period

This function allows you to defer a fax transmission to "off-peak hours" and thus reduce the cost of your communications.

The **economy period**, via the telephone network (at off-peak hours), is preset by default from 7.00 pm to 7.30 am. Nevertheless you may **change this time slot**.

Modifying the economy period:

M 233 OK - SETUP / SEND / ECO PER.

 Enter the hours of the new economy period and confirm your selection with the **OK** key.

Using the economy period:

M 32 OK - FAX / ECO TRANS.

 Enter the call number and confirm with **OK**.

or

 Enter the call number and confirm with **ECO**.

BEFORE RECEPTION

Fax answering machine

The Fax answering machine allows you to keep confidential documents in storage and to avoid printing them as you receive them.

The "Fax Messages" indicator light lets you know the state of your Fax answering machine:

- Light on: the answering machine is on.
- Blinking: your fax has documents in storage or is in the process of receiving faxes.
- Light off: memory full, the fax cannot receive any more documents.

You can assure document confidentiality by using the 4 digit **access code**. Once saved, you will require this access code for:

- **printing** fax messages in memory,
- **activate** or **deactivate** the fax answering machine.

Saving an access code

M 383 OK - FAX / FAX ANSW. / ANSWER CODE

 Enter the code (4 digits) and confirm with **OK**.

Activating or deactivating the answering machine

M 382 OK - FAX / FAX ANSW. / ACTIVATION

-  If you saved an access code for your fax answering machine, enter it and validate with **OK**.
-  Select the required option **WITH** or **WITHOUT** answering machine and confirm your choice with **OK**.

Print fax messages stored in the memory

M 381 OK - FAX / FAX ANSW. / PRINT

 If you have defined an access code for your fax answering machine, enter it and press **OK**.
Documents received and stored in the memory are printed.

Reception without paper

Your fax offers you the possibility to either accept or refuse document reception if your printer is unavailable (no paper...).

If your fax printer is unavailable, you may choose between two modes of reception:

- reception mode **WITHOUT PAPER**, your fax saves the incoming messages in the memory,
- reception mode **WITH PAPER**, your fax refuses all incoming subscribers.

To select the reception mode:

M 241 OK - SETUP / RECEPTION / REC. PAPER

 Select the option **WITH PAPER** or **WITHOUT PAPER** and confirm your choice with **OK**.

Remark:

Paper out is indicated by a beep and a message on the screen.
Received faxes are then stored in memory (icon "Fax messages" flashing) to be printed as soon as you add paper into the feeder.

Number of copies

You may print incoming documents more than once (1 to 99).

To set the number of each document received:

M 242 OK - SETUP / RECEPTION / NBR OF COPIES

 Enter the wanted number of copies and confirm with **OK**.

At each document reception, your fax will print the number of copies requested.

Relay broadcast

Your fax machine (initiator) can relay a document, in other words, transmit a document to your subscribers via a remote fax and with a precise relay list.

To do this the initiator fax and the remote fax must both have the relay function.

To relay you need to supply the remote fax with the document and the relay list number. The remote fax will then transmit this document to all subscribers on the list.

Once the relay is activated by your fax and as soon as the document is received by the remote fax, the document is printed before relaying to all subscribers on the list.

To activate relay from your fax machine:

- ✎ Insert the document to relay (refer to paragraph **Document positioning**, page 5-1).
- ✎ Select **M 37 OK - FAX / BROADCAST**.
- ✎ Enter the remote fax number where you will relay to or choose your dialling mode (refer to paragraph **Dialling**, page 5-2) and press **OK**.
- ✎ Enter the relay list number used by the remote fax and press **OK**.
- ✎ You may enter the time you wish to transmit the document next to the current time and press **OK**.
- ✎ If you wish to modify the document feed type, select one of the options **FEEDER** or **MEMORY**, then press **OK**.
- ✎ If you wish, you may enter the number of pages of your documents before transmitting.
- ✎ Activate relay by pressing **◇** key.

The document in the feeder will be relayed either immediately or at a later time (according to your choice) to the remote fax which will relay the document.

TECHNICAL PARAMETERS

As delivered your fax is preset by default. However, you may adjust it to meet your requirements by resetting the technical parameters.

To set the technical parameters:

M 29 OK - SETUP / TECHNICALS

- ✎ Select the desired parameter and confirm with **OK**.

 With the keys ▲ or ▼, modify the parameter settings by following the table below and press **OK**.

Parameter	Setting	Signification
1 - SCANNING MODE	1 - NORMAL 2 - FINE 3 - SFINE 4 - PHOTO	Default value of the scan mode resolution for the documents to be transmitted.
2 - TX HEADER	1 - WITH 2 - WITHOUT	If this parameter is on, your header will appear on all documents sent to your subscribers with your name, number, date and number of pages. Caution - If you send a fax from the document loader, the transmission header will not appear on the document your correspondent receives.
3 - TX SPEED	1 - 33600 2 - 14400 3 - 12000 4 - 9600 5 - 7200 6 - 4800 7 - 2400	Transmission speed for outgoing documents. For a quality telephone line (compatible, no echo), communications occur at maximum speed. However, it may be necessary to restrict the transmission speed for some calls.
4 - ECHO PROTECT	1 - WITH 2 - WITHOUT	If this parameter is on, the on-line echo will be reduced during long distance calls.
6 - EPT MODE	1 - WITH 2 - WITHOUT	For some long distance calls (satellite), the on-line echo may disturb the call.
7 - COM. DISPLAY	1 - SPEED 2 - PAGE NUMBER	Choice between transmission speed displayed or number of the page in progress.
8 - ECO ENERGY	1 - WITHOUT 2 - DELAY 5 MIN 3 - DELAY 15 MIN 4 - DELAY 30 MIN 5 - STDBY PERIOD	Choosing the printer standby delay: the printer will switch to standby after a delay (in minutes) of NON-operation or during the period of time of your choice.
10 - RX HEADER	1 - WITH 2 - WITHOUT	If this parameter is on, all documents received by your fax will include the subscriber's header with his name, number (if available) fax print date and the page number.
11 - RX SPEED	1 - 33600 2 - 14400 3 - 9600 4 - 4800 5 - 2400	Transmission speed for incoming documents. For a quality telephone line (compatible, no echo), communications occur at maximum speed. However, it may be necessary to restrict the transmission speed for some calls.

Parameter	Setting	Signification
12 - RINGS	2 TO 5	Number of rings to automatically start your machine.
20 - E.C.M.	1 - WITH 2 - WITHOUT	This parameter helps correct the calls made on disturbed telephone lines. It is used when the lines are weak or too noisy. Transmission times may be longer.
80 - TONER SAVE	1 - WITH 2 - WITHOUT	Makes printing lighter to save toner cartridge ink.

4 DIRECTORY



Your fax lets you create a directory by memorising **subscriber records** and **subscriber lists**.

- Your machine can store up to **250 subscriber records** with names and phone numbers.
- You may also group several names to build a subscriber list with up to **24 subscriber lists**.
A subscriber list is made from the subscriber records already stored.

For **all subscriber records or subscriber lists** you may:

- create
- consult
- modify contents
- delete
- print the directory

You may save and if needed load your directory. This gives you access to functions **161** and **162** (refer to paragraph **Functions list**, page 2-4). To proceed, you need to contact your reseller and purchase the optional kit "Directory card".

CREATING SUBSCRIBERS RECORDS

For each subscriber record you are not required to fill in each line, **only name, tel are required**:

- **NAME** of your subscriber,
- **TEL**, and fax number of your subscriber,
- **RECORD NO.**, this number is automatically assigned by the fax, it allows quick access to the answering machine,
- **RATE** for each subscriber you may choose your fax transmission speed. The available rates are 2400, 4800, 7200, 9600, 12000, 14400 and 33600 bits per second. With a good telephone connection, well adapted and without echo, the appropriate rate is the highest one.

ADDING A RECORD

M 11 OK - DIRECTORY / NEW CONTACT

- ☞ Your fax has just created a new record, fill in it by first entering your subscriber's name then validate with **OK**.

Remark: You can stop the list creation at any time by pressing .

- ☞ Enter the person's fax number¹ and press **OK** to confirm.
- ☞ Your subscriber's ID number will automatically appear on the screen, if you wish to modify this number you may do so by choosing another free number and validate with **OK**.
- ☞ Select the option **WITH** assigned key if you want to assign a letter (shortcut key) to your subscriber. The first available letter appears by default. If you want to change it, scroll the letters by means of the ▼ or ▲ keys, and press **OK** to confirm.
- ☞ If need be, select the appropriate transmission speed to send your faxes, and confirm your choice by pressing the **OK** key.

1. If your machine is connected to a PABX, you may need to insert a pause for dial tone (symbolised by the sign / in the number) **except** if a local prefix is already programmed (see § Local Prefix)

CREATING SUBSCRIBERS LISTS

A subscriber list is made from the subscriber records already stored.

For each list fill in the following lines:

- **NAME** of the list,
- **NUMBER ASSIGNED** to the list, this number is automatically assigned by the fax. It allows quick access to the answering machine,
- **LIST COMPOSITION**, its lists the ID numbers assigned to the subscribers records included in the list,
- **LIST NUMBER**, a number lets you identify the list filed under (L).

The same subscriber may be included in different lists.

Caution - It is impossible to add one subscriber list to another subscriber list.

ADDING A LIST

To add a list:

M 12 OK - DIRECTORY / NEW LIST

👉 Your fax machine has just created a new list, fill it in by first entering the name of this list then confirm with **OK**.

Remark: You can stop a list or record creation at any time by pressing . Also, you do not have to complete all the list characteristics as you create it; you can save the list as it is by pressing .

The empty field **SUBSCRIBER 1** appears, you must fill in the ID numbers assigned to the subscriber records included in this list.

☞ There are three ways detailed in the table below, to choose and add one or more subscribers to your list. Then confirm your choice by pressing **OK**.

From ...	Procedure
subscriber's name	☞ With the alphanumeric keypad enter the first letters of your subscriber's name and continue until the whole name is displayed on the screen.
subscriber's ID number	☞ Enter directly the subscriber's ID number.
subscribers directory	☞ Press  key then select by means of the ▼ or ▲ keys.

☞ For every subscriber included in the list repeat the above step then validate with **OK**.

Remark: You can stop record creation at any time by pressing **⏏**.

☞ The list ID number will automatically appear on the screen, if you wish to modify this number you may do so by choosing another free number and validate with **OK**.

☞ Press **⏏** to confirm your entry.

ADDING OR DELETING A NUMBER FROM THE LIST

M 13 OK - DIRECTORY / MODIFY

☞ Select the subscriber list (L) by means of the **▼** or **▲** keys and validate your choice with **OK**.

☞ Press **OK** to display the **SUBSCRIBER 1** field, and add or delete the subscriber as shown in the table hereafter:

To ...	Procedure
add	☞ Enter the subscriber ID number you wish to add and confirm with OK. ☞ Repeat this step for each added subscriber you want to add.
delete	☞ Place the keys ▼ or ▲, on the number you wish to delete. ☞ Press key C to delete the number assigned to the list. ☞ Repeat these 2 steps for each subscriber you wish to delete from the list.

☞ Confirm the new list by pressing key **⏏**.

CONSULTING A RECORD OR A LIST

☞ Press **📖** key.

The directory appears in alphabetical order.

☞ Select the subscriber record or subscriber list (L) you wish to consult.

MODIFYING A RECORD OR A LIST

M 13 OK - DIRECTORY / MODIFY

The directory appears in alphabetical order.

- ☞ Use the ▲ or ▼ keys to select the subscriber list (L) you wish to modify and press **OK** to confirm.
- ☞ Modify the line or lines in the subscriber record or subscriber list and confirm each modification with **OK**.

Remark: You may confirm your modification by pressing ◇ key , but you will exit the menu and may not be able to modify the following lines.

DELETING A RECORD OR A LIST

M 14 OK - DIRECTORY / CANCEL

The directory appears in alphabetical order.

- ☞ Use the ▲ or ▼ keys to select the subscriber record or subscribers list (L) you wish to delete and confirm with **OK**.
- ☞ Press again **OK** to confirm your deleting.

The record or list is deleted from the directory.

PRINTING THE DIRECTORY

You may print all the numbers stored in the directory, including all the existing subscriber records or subscriber lists.

To print the directory:

M 15 OK - DIRECTORY / PRINT

The directory is printed in alphabetical order.

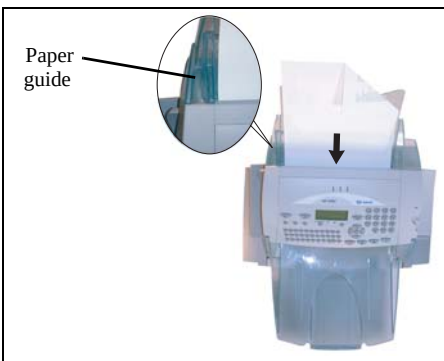
5 OPERATION



SENDING

DOCUMENT POSITIONING

Scanner



- ☞ Place your original documents in the document feeder:
 - face down,
 - first page under the stack.
- ☞ Set the paper guide to the document width.
- ☞ Once the operation is over, take your original documents back from the document exit tray.

Caution - If you forget to position the document to be transmitted, the addressee will receive a blank page.

Remark: Since the addressee's number is generally on the document to be transmitted, you may also dial before positioning the document.

CHOOSING THE RESOLUTION/CONTRAST

Resolution

You have 4 modes for document transmission.

The mode choice depends on the type of document to be transmitted:

- **Normal** mode, symbolised by **Std** at the bottom of the display screen. To be used for good quality documents, without drawings or small details,
- **Fine** mode, symbolised by **Fine** at the bottom of the display screen. To be used for documents with drawings or small characters,
- **Super Fine** mode, symbolised by **SFine** at the bottom of the display screen. To be used for documents with very fine or small character drawings,
- **Photo** mode symbolised by **Photo** at the bottom of the display screen. To be used for photographic documents.

To select the resolution mode:

-  Press  key as many times as necessary to select the required mode. A  icon on the screen shows the current mode.

Contrast

You can set the contrast if your document is too light or too dark. If the document is light, you must raise the contrast and if it is dark, you must reduce it.

To set the contrast:

-  Press  as many times as necessary to choose the desired contrast, as shown by the position of a cursor.

DIALLING

From the directory

Dialling alphabetically

-  Enter the first letter of your subscriber's name with the alphanumeric keypad, then add the remaining letters until your subscriber's name is complete.

Assigned number dialling

 Press key 

Your fax lists the subscribers records and lists in the Directory in alphabetical order.

then

Use keys  or  of the navigator to scroll all subscribers for choice, and choose the required subscriber or subscriber list.

or

 Press key 

Then press the letter assigned to the subscriber (refer to paragraph **11 OK - Directory / New Contact**, page 4-2).

The screen displays the corresponding name.

or

 Enter the subscriber or subscriber list assigned number.

The screen displays the name of the subscriber or subscriber list assigned to this number.

From the redial key

You can redial one number among the last ten fax numbers you just dialled before.

For a fax number (Tel in the Directory)

 Press key .

The screen displays the last number called.

 Use keys  or  of the navigator to select your desired number.

To multiple numbers

You may dial to send a document simultaneously to multiple call numbers.

Caution - This may be achieved only if the machine is parametered to send from the memory (refer to paragraph **Document feed type**, page 3-5).

 Enter the fax or use the Directory or key  (refer to above paragraphs).

 Press key  and enter the number of the second subscriber or second subscriber list.

 Repeat this last step for all subscribers or subscriber lists (maximum 10 subscribers or subscriber lists).

 Press **OK** or .

TRANSMISSION OVER THE PUBLIC SWITCHED TELEPHONE NETWORK (PSTN)

Immediate transmission

- ☞ Position the document (refer to paragraph **Document positioning**, page 5-1).
- ☞ Enter the fax number or choose your dialling mode (refer to paragraph **Dialling**, page 5-2) then press **◇**.
The "Line" icon flashes during the call phase, it stays lit when both faxes are in communication.
- ☞ At the end of transmission the initial screen is displayed.

Sending in the eco mode

- ☞ Position the document (refer to paragraph **Document positioning**, page 5-1).
- ☞ Enter the call number and press the **ECO** key to confirm (refer to paragraph **Economy period**, page 3-5) then press **◇**.
The "Line" icon flashes during the call phase, it stays lit when both faxes are in communication.
- ☞ At the end of transmission the initial screen is displayed.

Delayed transmission

This function allows you to transmit a document at a later time.

To program a postponed transmission you need to identify the subscriber number, transmission time, feeder type and number of pages.

To delay the transmission time of your document:

- ☞ Position the document (refer to paragraph **Document positioning**, page 5-1).
- ☞ Select **M 31 OK - FAX / TRANSMISSION**.
- ☞ Enter the subscriber number you wish to program at a different time or choose your dialling mode (refer to paragraph **Dialling**, page 5-2) and confirm with **OK**.
- ☞ Next to the current time, enter the new time and confirm with **OK**.
- ☞ Adjust the contrast and confirm by pressing the **OK** key.
- ☞ Select the feed type, **FEEDER** or **MEMORY** and confirm with **OK** (refer to paragraph **Document feed type**, page 3-5).

 You may enter the number of pages before transmission and confirm with **OK**.

 Confirm postponed transmission by pressing key .

Your document is stored and will be sent at the new time.

Transmission with auto redial

This function allows you to monitor the dialling operation during a fax transmission. In this case, the maximum transmission rate will be 14400 bps.

This function allows for example:

- to hear if the subscriber's fax is engaged and if so, choose the moment when the line is clear to start the document transmission,
- to control the communication progress in case of uncertain numbers, etc.

To take the line manually:

 Place the document in the fax feeder.

 Press .

 If necessary, set the sound level with navigator  or  keys.

 If not already done, enter the subscriber number (or refer to paragraph **From the redial key**, page 5-3 to call back the last subscriber).

As soon as you hear the remote fax tone, the line is clear and you can start the transmission.

 Press  to start the document transmission.

If your machine is set in order to print a transmission report (refer to paragraph **Main settings**, page 3-1), the reduced copy of the document first page will not be printed and it notifies you that the communication is manual.

Rerouting

This function is used to reroute faxes received to a directory contact. To use this function, you have to perform two operations: set the rerouting address of the fax and activate rerouting.

Activate rerouting

M 3911 OK - FAX / REROUTING / ACTIVATION

 Using the keys or within the navigator, select option **>>3911 WITH**.

 Confirm with the **OK** key.

Remark: If the function **WITHOUT** is selected the menus **392** and **393** will not be included in the functions overview, when it is printed out.

Set the re-direction contact

M 3912 OK - FAX / REROUTING / CALL NUMBER

- ☞ Using the keys ▼ and ▲ within the navigator select the subscriber from the directory (if the directory is empty the display will show **DIRECTORY EMPTY**). Enter the number of the subscriber manually or store the name and related number in the directory

M 3913 OK - FAX / REROUTING / COPY

Local printout of the information relayed to your system

- ☞ Using the keys ▼ and ▲ within the navigator select the **COPY** option (local printout of the information relayed to your system) either **WITH** or **WITHOUT**.

- ☞ Confirm with the **OK** key.

Tx forwarding

This function is used to configure the machine so that any document transmitted by fax is also sent to a third party. The recipient will be selected from the entries in your machine's directory. It may be a fax machine number.

M 3921 OK - FAX / TX FORWARD. / ACTIVATION

- ☞ Using the keys ▼ or ▲ within the navigator select **WITH** or **WITHOUT** and confirm with the **OK** key.

Remark: If you choose **WITHOUT**, the menu **3922** won't be displayed.

M 3922 OK - FAX / TX FORWARD. / CALL NUMBER

- ☞ Select the recipient you want from the directory and confirm by pressing **OK**.
- ☞ The function is active and from now on any documents transmitted will have a copy sent to the selected recipient.
- ☞ The transmission mode to the copied recipient depends on the type of short numbers in the directory.

TRANSMISSION WAITING QUEUE

This function lets you obtain a recap of all documents queuing, for transmission, including those in deposit or in delayed transmission, etc.

It allows you to:

- **consult** or **modify** the waiting queue. In this waiting queue the documents are coded the following way:
Order number in the queue / document status / subscriber's telephone number.
Documents may have the following status:
 - TX: transmission,
 - REL: relay,
 - DOC: in deposit,
 - POL: polling,
 - MBX: send to mailbox,
 - PMB: mailbox polling,
 - TR: ongoing commands.
- **immediately perform** a transmission from the waiting queue,
- **print a document** in storage, waiting to be transmitted or in deposit,
- **print the waiting queue**, to get the status of each document in the queue, by either:
 - queue order number,
 - document name or number,
 - scheduled transmission time (fax),
 - operation type regarding the document: transmission from memory, delayed transmission, deposit,
 - number of pages of the document,
 - document size (percentage of space stored in memory),
- **cancel** a transmission request in the waiting queue.

Consult or modify the waiting queue

Immediately perform transmission from the waiting queue

M 61 OK - COMMANDS / PERFORM

-  Select the document in the waiting queue and confirm your choice with **OK** or  to immediately perform the selected transmission.

M

M 62 OK - COMMANDS / MODIFY

-  In the waiting queue, select the required document and confirm your choice with **OK**.
-  You may now modify the parameters of the given document then confirm your modifications by pressing key .

Printing a document in waiting or in deposit

M 64 OK - COMMANDS / PRINT

 In the waiting queue, select the desired document and confirm your choice with **OK**.

Print the waiting queue

M 65 OK - COMMANDS / PRINT LIST

A document called **** COMMAND LIST **** is printed.

Deleting a transmission on hold

M 63 OK - COMMANDS / CANCEL

 In the waiting queue, select the desired document and confirm your choice with **OK**.

CANCELLING A TRANSMISSION IN PROGRESS

Cancelling a transmission in progress is possible whatever the type of transmission but varies depending on whether the transmission is a single call number or a multi-call number.

- For a single call number from the memory, the document is erased from the memory
- For a multi-call number, only the call number in progress at the time of the cancellation is erased from the transmission queue

To cancel transmission in progress:

 Press key .

A message will ask you to confirm cancellation by pressing the key  a second time.

 Press key  to confirm cancellation in progress.

If your machine is set to print a transmission report (refer to paragraph **Transmission report**, page 3-4), it will print that the communication was cancelled by the user.

RECEPTION

Reception of all documents **over the telephone network** is done one at a time at fax reception.

RECEPTION OVER THE PUBLIC SWITCHED TELEPHONE NETWORK (PSTN)

Fax reception depends on the parameter settings of your machine:

COPYING

Your fax offers to print out one more copies of one or more pages.

LOCAL COPY

Standard copy

- ☞ Position the document face down (refer to paragraph **Document positioning**, page 5-1).
- ☞ Press key  twice.

"Sophisticated" copy

- ☞ Position the document face down (refer to paragraph **Document positioning**, page 5-1).
- ☞ Press key .
- ☞ Enter the desired number of copies and press **OK** to confirm.
- ☞ Choose **FAST**, **QUALITY** or **PHOTO** resolution with the keys  or , then press **OK** to confirm.
- ☞ Set the desired zoom value **25% TO 400%** with keys  or  and the numerical keypad, then press **OK** to confirm.
- ☞ Choose the copy output type between **COPY ASSEMBLED** or **NOT ASSEMBLED** and press **OK** to confirm.
- ☞ Set the required origin values with keys  or  the numerical keypad and press **OK** to confirm.

-
-  Set the required contrast value with keys ▲ or ▼ and press **OK** to confirm.
 -  Set the required brightness value with keys ▲ or ▼ and press **OK** to confirm.
 -  Choose the type of paper, **NORMAL**, **THICK** with keys ▲ or ▼ and press **OK** to confirm.
 -  Choose the paper tray, **AUTOMATIC**, **UPPER** or **LOWER** with keys ▲ or ▼ and press **OK** to confirm.

SPECIFIC COPY SETTINGS

When the copy quality is no longer satisfactory, you can perform a calibration. To do so, refer to paragraph **Scanner calibration**, page 6-17.

Moreover, a high number of controls let you improve the copy quality.

Scanner settings:

- **RESOLUTION** to set the photocopy resolution.
- **Zoom** settings to reduce or magnify any portion of a document by choosing the origin and value of the zoom to apply to that portion.
- The assembly parameter to choose between **ASSEMBLED** or **NOT ASSEMBLED** copies.
- The **ORIGIN** parameter to choose the origin to be applied to the document.
- **CONTRAST** to choose the photocopy contrast.
- **BRIGHTNESS** is used to make your original document lighter or darker.
- **L/R MARGINS** to shift the margins or your original document to the left or to the right.

Printer settings:

- **PAPER** is used to tell your machine what type of paper you use by default.
- **TRAY** is used to tell your machine which paper tray should be used by default.
- **L/R MARGINS** to shift the margins of your document to the left or to the right.

Caution - All the settings performed through this menu will become the machine's **default settings**.

To access to the settings:

M 84 OK - ADVANCED FCT / SCAN. & PRINT

-  Select the **SCANNER** or the **PRINTER** to be set and press **OK** to confirm.
-  Use the keys ▲ or ▼ of the navigator to scroll the described hereafter settings you want to modify.

Scanner settings

Resolution

-  Set the desired resolution **FAST**, **QUALITY** or **PHOTO** with keys ▲ or ▼.
-  Confirm your setting by pressing key **OK**.

Zoom

Your fax offers to reduce or magnify a specific part of a document from 25% to 400%.

- ☞ Enter the desired zoom value with the numerical keypad (**Zooming**).
- ☞ Confirm your setting by pressing key **OK**.

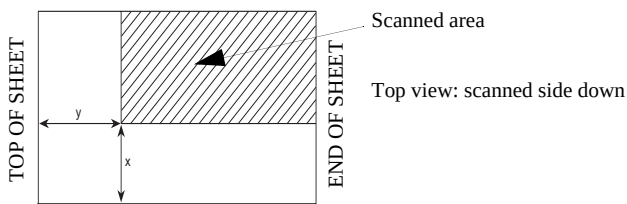
Assembly

- ☞ Choose the copy type between **ASSEMBLED** or **NOT ASSEMBLED**.
- ☞ Confirm your choice by pressing key **OK**.

Origin

If you wish, you can change the origin of the scanner.

By entering new values of X and Y given in mm ($X < 210$ and $Y < 286$), you will move the scanning zone as shown on the figure below.



- ☞ Select the X and Y coordinates with keys ▲ or ▼.
- ☞ Set the required coordinates with the numeric keypad or ▲ or ▼.
- ☞ Confirm your setting by pressing key **OK**.

Contrast

- ☞ Set the desired contrast with keys ▲ or ▼.
- ☞ Confirm your setting by pressing key **OK**.

Luminosity

- ☞ Set the desired luminosity with keys ▲ or ▼.
- ☞ Confirm your setting by pressing key **OK**.

Margins

If you want to shift the side margins of your document to the left or to the right:

- ☞ Adjust the left / right margins shift (in steps of 0.5 mm) with keys ▲ or ▼.
- ☞ Confirm your setting by pressing key **OK**.

Printer settings

Paper

 Select the type of paper, **NORMAL** or **THICK** with keys ▲ or ▼.

 Confirm your setting by pressing key **OK**.

Remarks: 1) When the **THICK** type of paper is selected, the printing speed is slowed down..
2) Use the manual feeder for paper substances over 90 g/m².

Paper tray

 Select the paper tray to be used (**AUTOMATIC**, **LOWER** or **UPPER**) using keys ▲ or ▼.

 Confirm your setting by pressing key **OK**.

Margins

If you want to shift the side margins of your document to the left or to the right:

 Adjust the left / right margin shift (in steps of 0.5 mm) by means of the keys ▲ or ▼.

 Press **OK** to confirm.

OTHER FUNCTIONS

LOGS

The incoming and outgoing logs list the last 30 transmissions (incoming and outgoing) made by your machine.

An automatic print out will take place after every 30 transmissions. However, you may request a print out at any time.

Each log (incoming or outgoing) contains a table with the following information:

- date and time of the incoming or outgoing document,
- transmission mode (Normal, Fine, SFine or Photo),
- number of pages sent or received,
- call duration,
- incoming or outgoing results: noted **CORRECT** if properly transmitted,
or
information codes for special calls (polling, manual subscribers, etc.),
- reason for call error (example: your subscriber does not answer).

To print the logs:

M 52 OK - PRINT / LOGS

The incoming and outgoing logs are printed on the same page.

PRINTING THE FUNCTIONS LIST

You may print the functions list of your fax machine at any time:

 Press the **i** key.

or

To print the functions list:

M 51 OK - PRINT / FUNCTIONS LIST

PRINTING THE MACHINE SETTINGS

At any moment, you may print the list of your fax's parameter settings to control any changes possibly made to the default parameters.

Printing the machine settings:

M 54 OK - PRINT / SETUP

or by pressing the **I** key.

Your fax prints the list of stored parameters.

MEMORIZING A SEQUENCE OF KEYS

You may memorize a sequence of keys (for example, to send a fax directly to one or multiple subscribers, to call this subscriber or to get access to a specific menu, etc.).

This sequence is registered in one of the keys F1 or F2 (as you want).

Then, by pressing one of these keys, you will execute the registered sequence.

To register a sequence (for example, in key F1)

 Press key **M**, then **F1**: you will enter the menu option.

From this moment, all the key pressings are memorized in the key F1.

 Press key **F1** to register the sequence if you are still in the menus. The sequence memorizing is automatic if you have already exited the menu.

Example: To memorize a fax sending to various subscribers in key F1:

 Press keys **M** then **F1**.

-
- ☞ Press keys 3, 1 then **OK**.
 - ☞ Enter the subscriber fax number.
 - ☞ Press key ► and enter the second subscriber fax number or subscribers list.
 - ☞ Repeat this last step for all subscribers or subscribers lists.
 - ☞ Press key **F1**: the sequence is memorized.

To send a fax directly to your subscriber (key **F1** preset)

- ☞ Press **F1**.
- ☞ Position the document (refer to paragraph **Document positioning**, page 5-1).
- ☞ Press the key ◀ .

COUNTERS

At any time, you may consult the activity counters of your machine.

To get access to the counters of the machine:

M 82 OK - ADVANCED FCT / COUNTERS

These counters indicate the number of:

- printed pages,

M 821 OK - ADVANCED FCT / COUNTERS / PRINTED PG

- scanned pages,

M 822 OK - ADVANCED FCT / COUNTERS / SCANNED PAGE

- transmitted pages,

M 823 OK - ADVANCED FCT / COUNTERS / SENT PAGES

- received pages.

M 824 OK - ADVANCED FCT / COUNTERS / RECEIVED PG

DEPOSIT AND POLLING

You may **Deposit** a document in your fax and keep it available to one or more subscribers who can obtain a fax of this document by calling your fax with the **Poll** function.

Setting the machine for document deposits,

you must define the type:

- **SIMPLE**- it may be polled only once from the memory or feeder,
- **MULTIPLE**- it may be polled as many times as necessary from the memory.

Setting the machine for polled documents,

you must define the poll number, then depending on the type of poll you may:

- launch an **immediate poll**,
- program a **delayed poll** with a chosen time,
- launch a **multi-poll**, either immediately or later.

Placing a document in deposit

- ☞ Insert the document to deposit in the feeder.
- ☞ Select **M 34 OK - FAX / POLLING TX** and confirm with **OK**.
- ☞ Choose the type, according to the table below:

Menu	Procedure
SIMPLE	☞ Select FEEDER or MEMORY .
	☞ If necessary, adjust the contrast and confirm with OK .
	☞ Enter the number of pages that you wish to deposit.
MULTIPLE	☞ If necessary, adjust the contrast and confirm with OK .
	☞ Enter the number of pages that you wish to deposit.

- ☞ Confirm deposit by pressing the **OK** key.

Polling a deposited document

M 33 OK - FAX / POLLING RX

- ☞ Enter the number of the party whose document you want to poll or choose your dialing mode (refer to paragraph **Dialling**, page 5-2).

Remark: You can poll several documents using the **▶▶** key.

☞ Depending on the type of poll you should:

Choice	Procedure
Immediate poll	☞ Press ◇ .
Delayed poll	☞ Press OK ☞ Next to the current time, enter the time you wish to poll the document and press ◇ .

LOCKS

There are restrictions to the use of your fax:

- To lock the printing of received documents (refer to paragraph **Fax answering machine**, page 3-5),
- locking the keyboard,
- locking the numbers.

Entering the locking code

The operator access parameters are confidential; they are protected by a four-digit interlock code that the authorised operators must know.

To access the locking code:

M 811 OK - ADVANCED FCT / LOCK / LOCKING CODE

- ☞ Enter your four-digit interlock code on the keypad.
- ☞ Confirm by pressing **OK**.
- ☞ Confirm the interlock code by entering the code one more time.
- ☞ Press **OK** to confirm.

Remark: When a code is already registered, the machine asks you to give the former code before allowing you to modify it.

Locking the keyboard

This function allows you to prevent access to non-authorised persons. An access code must be entered each time a person wants to use the machine.

To access the keypad unlocking menu:

M 812 OK - ADVANCED FCT / LOCK / LOCK KEYBD.

- ☞ Enter the four-digit interlock code.
- ☞ Press key **OK** to confirm.
- ☞ With keys **▲** or **▼** of the navigator, select the option **WITH**.

 Press key **OK** to confirm.

Remark: After each operation, the machine interlocks automatically.

Locking the numbers

This function locks dialling and the numerical keypad is disabled. Transmissions are only possible from numbers included in the directory.

You can still send mails by typing in the addressee's address (if this has no numbers in it).

To access the number interlocking option:

M 813 OK - ADVANCED FCT / LOCK / LOCK NUMBER

 Enter the four-digit interlock code with the keypad.

 Press key **OK** to confirm.

 With keys **▲** or **▼** of the navigator, select the option **DIRECT ONLY**.

 Press key **OK** to confirm.

DEPARTMENT CODE

Use of the machine can be limited to authorized personnel within each department by setting up a master department code and individual department codes. You can assign one master code and up to 98 department codes. The FAX 4640 can then monitor the usage for each department. The master department code is used to setup and modify the department code information.

During the setup procedure, you are prompted to enter a 4-digit master department code. This code is required to perform any modifications; it is used as a supervisory master key. The master code department number is preset to **00** by the FAX 4640.

The individual department codes are used to access and operate the FAX 4640. During the setup procedure, you can assign department numbers from 1-98. You are also prompted to enter a 4-digit department code for each department. As each department enters their assigned department code to access and operate the FAX 4640, the usage for each department is recorded on the department code report.

FUNCTION MANAGEMENT BY THE ADMINISTRATOR

By default, the "Department Code" function is deactivated when the machine is first put into service.

Activating the department code

M 881 OK - ADVANCED FCT / DEPT. CODES / ACTIVATION

 Using the browser's **▲** or **▼** keys, select **WITH**.

 Press **OK** to confirm; the function is activated.

Deactivating the department code

M 881 OK - ADVANCED FCT / DEPT. CODES / ACTIVATION

- ☞ Using the browser's ▲ or ▼ keys, select **WITHOUT**.
- ☞ Press **OK** to confirm; the function is deactivated.

Setting the department codes

The administrator must enter the department number to be created, between 01 and 98; the number 00 is reserved for the administrator to enter his or her own department code and department name before being able to record other codes for different users.

- Entering the master¹ code.

M 882 OK - ADVANCED FCT / DEPT. CODES / NEW DEPT.

The screen displays:

```
NEW DEPT..  
00> FREE
```

- ☞ Using the browser's ▼ key, select **00**.
- ☞ Confirm by pressing **OK**.

The screen displays:

```
8821>DEPT. CODE  
8822 DEPT. NAME
```

- ☞ Press **OK** to confirm the line **8821>DEPT. CODE**.
- ☞ The screen displays **MASTERCODE** and ********.
- ☞ Using the ▼ key, go to the ******** line and enter your 4-digit department code (remember this code).
- ☞ Confirm the code by pressing **OK**.
- ☞ Using the browser's ▼ key, select **8822 DEPT. NAME** and press **OK**.
- ☞ Using the alphabetical keypad, enter the name you want to give to your department (maximum 20 characters).
- ☞ Confirm your department name by pressing **OK**.

1. Code only attributed to the administrator.

Creating a department code

Only the administrator, using the Mastercode is able to attribute other department codes.

- ✎ Enter your mastercode and confirm by **OK**.

M 882 OK - ADVANCED FCT / DEPT. CODES / NEW DEPT.

- ✎ Enter a number between **01** and **98** or select a free number using the ▲ or ▼ keys, as shown on the machine's display.

- ✎ Confirm your selection by pressing **OK**.

The screen displays:

```
8821>DEPT. CODE
8822 DEPT. NAME
```

- ✎ Press **OK**; the screen displays:

```
DEPT. CODE
* * * *
```

- ✎ Enter a 4-digit code (remember it); if this code is already used by another service, the machine displays "**CODE ALREADY USED**". In this case, enter another code.

- ✎ Confirm your selection by pressing **OK**.

The machine also asks you if you want to be able to modify the department name. Press **OK** then the ⏮ key to return to the main menu.

Deleting a department code

The administrator can also delete a department code to prevent the department associated with it having any access to the machine functions.

- ✎ Enter your administrator mastercode.

M 883 OK - ADVANCED FCT / DEPT. CODES / DELETE

- ✎ Enter the number of the department code you want to delete or search for it using the ▲ or ▼ keys.

- ✎ Confirm by pressing **OK**. A confirmation screen is displayed. Press **OK** again to confirm the deletion. Once confirmed, the department code number becomes free again and the counters also associated with this number will be erased.

Caution - If the administrator deletes his or her own department code all the other department codes will also be deleted.

Printing a department code

The administrator may print reports for each department entered. These reports show the department number (between 01 and 98), its name, the associated access code and the number of pages transmitted and copied by this department.

M 884 OK - ADVANCED FCT / DEPT. CODES / PRINT

 Enter the number of the department you want to print and confirm by pressing **OK**.

The machine begins printing the report, as shown in the illustration below.

**** DEPARTMENT CODES ****

SID : Smith Number : 0987654321 Date : 12-12-04 14:20

Department	01
Departement Name	FAX LASER
Departement Code	3178
Pages sent	1589
Pages copied	2890

Printing the department report

The administrator may print reports for all the departments created. To do so:

M 884 OK - ADVANCED FCT / DEPT. CODES / PRINT

 Enter the administrator department number **00** and confirm by pressing **OK**. The machine prints the report, as shown in the illustration below.

**** DEPARTMENT CODES ****

SID : Smith Number : 0885654321 Date : 12-12-04 14:20

Dept.	Department name	Dept. Code	Pages sent	Pages copied
00	Master	1234	1258	3698
001	Office 44	6589	2596	1589
002	Office 85	2574	3561	4587
003	Office 47	1593	1897	5984

USE OF THE DEPARTMENT CODES BY A DEPARTMENT

To access the different machine functions, each department must enter its own access code as delivered by the administrator. When the **"DEPARTMENT CODE"** function is activated, the screen displays:

THU 20 FEB 10:15
ENTER DEPT. CODE

 Press on the numerical keypad only (pressing any other keys will sound beeps).
The screen displays:

ENTER DEPT. CODE
* * * *

 Enter your department's access code (as provided by the administrator). If this code is correct, the machine will grant you access to all the functionalities available, except for menu **88** as this is reserved for the administrator. If the access code does not correspond to any services, the machine displays **"WRONG CODE"**.

Printing a user department code

Each department may print the data of its own department code.

 If the "Department Code" function is activated, enter your 4-digit numerical access code and confirm by pressing **OK**.

M 59 OK - PRINT / DEPT. CODE

The machine prints the data for your own department's department code.

Remark: If the mastercode is entered the machine prints the summary of the accounts.

CHARGE CODE

ENTERING THE CHARGE CODE

The charge code is a number that is sent on-line after your correspondent's fax machine number. To add a charge code after entering your correspondent's number you must press the **Ⓢ** key. This inserts the "+" symbol after the number and you may then type your charge code.

Example:

TO:
9738088444+****

The charge code will always be hidden.

The maximum length that can be entered is 30 characters. When dialing, only the digits are sent on the line. The "+" symbol inserted is not sent. In the example above, the number **97380884440123** is dialed.

If your equipment is connected to a private exchange (PABX), enter the prefix (number used by your PABX to access the telephone network, for example 0), followed by a "/" (or pause).

When a charge code is used, the transmission reports and the machine log printout contains the correspondent's number followed by the charge code's "+" symbol.

MAIL BOX (MBX FAX)

There are 32 mailboxes (MBX), enabling you to transmit documents in complete confidence using an access code (named code MBX), to all subscribers equipped with a fax compatible to yours. MBX 00 is public. It is handled directly by the terminal to record the messages of the fax TAD as soon as this is put into service.

MBX's 01 to 31 are private. Each is password-protected. They can be used to receive documents confidentially.

The use and access to MBX 01 - 31 are conditioned by the **initialisation**, defined by a MBX code (if needed) and a mnemonic (its **S.I.D.**).

Later you may:

- **modify** the features of an MBX,
- **print the contents** of an MBX, only possible if the MBX contains one or more documents (with a star "*" next to the MBX). When the contents of an MBX have been printed it becomes empty,
- **delete** an MBX, only if the MBX is initialised and empty,
- **print the the list** of your fax machine's MBX's.

You may receive and send through an MBX in complete confidentiality.

The deposit a document into your MBX, the access code is not needed. All documents deposited in a MBX are added to the ones already present.

In polling, the MBX are only accessible with an MBX code.

You may perform MBX deposits or polls by:

- depositing a document **in a fax MBX**,
- transmit to **deposit a document in a remote fax MBX**,
- perform **document poll from a remote fax**.

MBX MANAGEMENT

Creating an MBX

M 71 OK - MAILBOXES / CREATE MBX

 Select a free MBX out of the 31 MBX or directly enter the number of a free MBX and confirm with **OK**.

 Select option **MAILBOX CODE** and press **OK**.

Value 0000 is always displayed.

 Enter the code of your choice, if needed, and press **OK**.

 Select option **MAILBOX NAME** and press **OK**.

 Enter this MBX 's S.I.D. (20 characters max.) and press **OK**.

The MBX is initialised. If you wish to initialise another, press **C** and repeat the same procedure.

 To exit the MBX, press .

Modifying the features of a MBX

M 71 OK - MAILBOXES / CREATE MBX

 Select a free MBX out of the 31 MBX, or enter the number of a free MBX directly (1-31) and confirm with **OK**.

 Enter the code of this MBX, if there is one, and confirm with **OK**.

-
- ☞ Select the menu **MAILBOX CODE** or **MAILBOX NAME**, then confirm your choice with **OK**.
 - ☞ Perform data modification of the menu and confirm with **OK**.
 - ☞ If needed, repeat the last two steps for the other menu.

Printing the contents of a MBX

M 73 OK - MAILBOXES / PRINT MBX

- ☞ Select a free MBX out of the 31 MBX, or enter the number of a free MBX directly (1-31) and confirm with **OK**.
 - ☞ Enter the code of the MBX, if there is one, and confirm with **OK**.
- All documents found in the MBX are printed and the MBX is emptied.

Deleting a MBX

Before deleting an MBX, you need to make sure it is empty, by printing its content.

M 74 OK - MAILBOXES / DELETE MBX

- ☞ Select a free MBX out of the 31 MBX, or enter the number of a free MBX directly (1-31) and confirm with **OK**.
 - ☞ Enter the code of the MBX, if there is one, and confirm with **OK**.
 - ☞ Press **◇** to confirm MBX deletion.
- The MBX is deleted and will appear as a free MBX in the list.

Printing the MBX list

M 75 OK - MAILBOXES / PRT MBX LIST

The list gives the status of each MBX.

MBX deposit in your fax

- ☞ Insert the document in the fax machine's feeder.
 - ☞ Select **M 72 OK - MAILBOXES / DEPOSIT MBX** and confirm with **OK**.
 - ☞ Select a free MBX out of the 31 MBX, or enter the number of a free MBX directly (1-31) and confirm with **OK**.
- The document is placed in the feeder and saved in the selected MBX.

MBX deposit in a remote fax

- ☞ Insert the document in the fax machine's feeder.
- ☞ Select **M 35 OK - FAX / MBX SENDING** and confirm with **OK**.

- ☞ Enter your subscriber's number for MBX deposit or choose your dialing mode (refer to paragraph **Dialling**, page 5-2) and validate with **OK**.
- ☞ Enter the subscriber's MBX number and confirm with **OK**.
- ☞ If you wish to delay transmission, enter the new transmission time next to the current time and press **OK**.
- ☞ If you wish to modify the document feed type, select one of the options **FEEDER** or **MEMORY**, and press **OK**.
- ☞ If you wish, you may enter the number of pages of your document before transmitting and confirm with **OK**.
- ☞ Confirm the transmission request to a remote MBX fax by pressing key $\diamond$.

In the case of an immediate transmission, the document is sent immediately.

If the document is set for a postponed transmission the document will be stored in the memory and sent at the requested time.

MBX polling from a remote fax

M 36 OK - FAX / MBX POLLING

- ☞ Enter your subscriber's number for MBX deposit or choose your dialing mode (refer to paragraph **Dialling**, page 5-2) and validate with **OK**.
- ☞ Enter the subscriber MBX number and press **OK**.
- ☞ Enter this MBX access code and press **OK**.
- ☞ If you wish to delay the poll time, enter the departure time next to the current time.
- ☞ Confirm the MBX poll request by pressing key $\diamond$.

As soon as the remote fax is subscribed, either immediately or later, the document(s) in the remote fax MBX are received in your fax.

Remark: Please check for remote fax compatibility.

6 MAINTENANCE



MAINTENANCE

GENERAL

To ensure the best operating conditions for your fax, it is recommended that you regularly clean the inside.

For normal usage, please respect the following rules:

- Never leave the cover open unless required.
- Do not attempt to oil the machine.
- Always gently close the cover and avoid vibrations.
- Do not open the cover while printing.
- Never try to dismantle the machine.
- Do not use paper that has stayed in the paper tray for a long time.

Look at the safety rules in the **Safety and Environment** chapter at the end of this booklet.

REPLACING THE CONSUMABLES (TONER AND DRUM)

To check the remaining capacities of the consumables:

M 85 OK - ADVANCED FCT / CONSUMABLES

The toner cartridge and the drum cartridge come with a chip card.

After replacing a consumable item in the printer, you need to inform the machine about its features.

Replacing cartridges

Replacing the toner cartridge

To replace the toner cartridge, proceed as shown below.

When the display shows:

CHANGE TONER
<OK> TO CONFIRM

 1 - Open the printer cover.



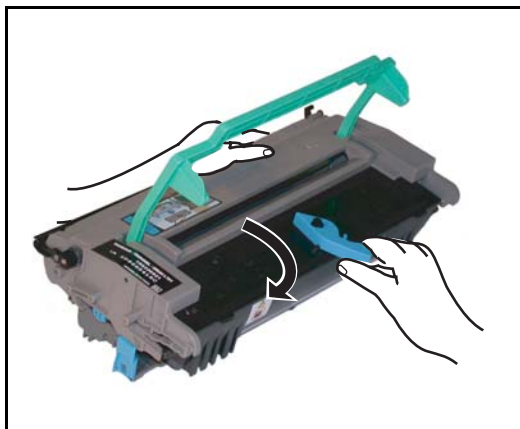
Caution - The fusing unit located inside the printer may become very hot during operation.
To avoid injury - do not touch.



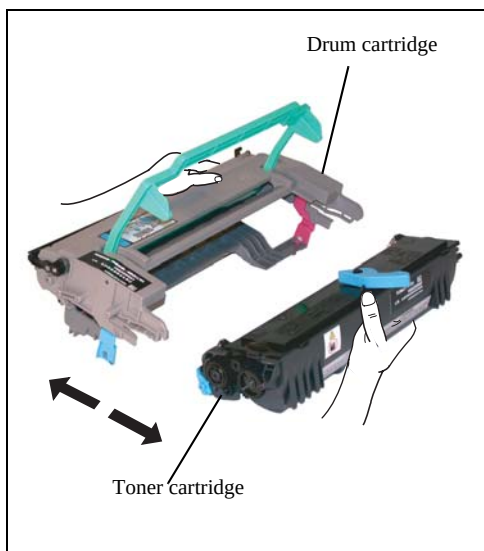
- 2 - Remove the drum/toner cartridge assembly. **In order to protect the environment, do not throw away the used toner cartridge. Used cartridges should be disposed of in accordance with local regulations concerning waste materials.**



- 3 - Unlock the toner cartridge by turning the blue locking clip in the direction shown in the illustration below.

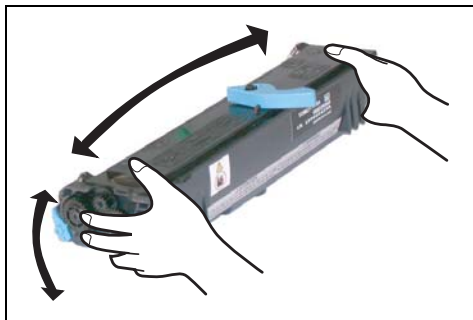


- 4 - Separate the drum cartridge from the toner cartridge.



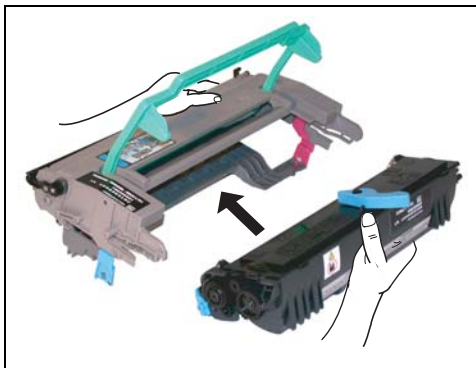
- 5 - Remove the new toner cartridge from its box, holding it firmly in both hands.

- ✎ 6 - Shake the toner cartridges alternately in the directions shown by the arrows in the illustration below.



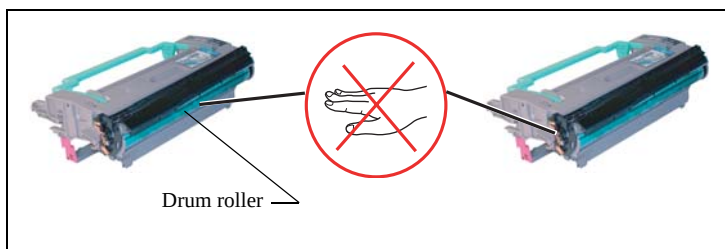
- ✎ 7 - Remove the protective plastic strip from the cartridge.

- 8 - Insert the new toner cartridge in the drum cartridge until locked in place.

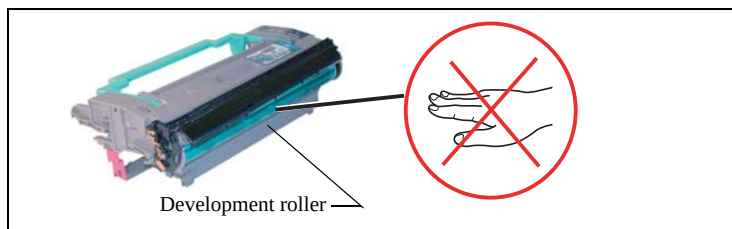


Caution - Make sure not to touch the green coloured drum roller located under the fold away flap of the drum cartridge, which could cause deterioration to the print quality of your faxes and your local photocopies.

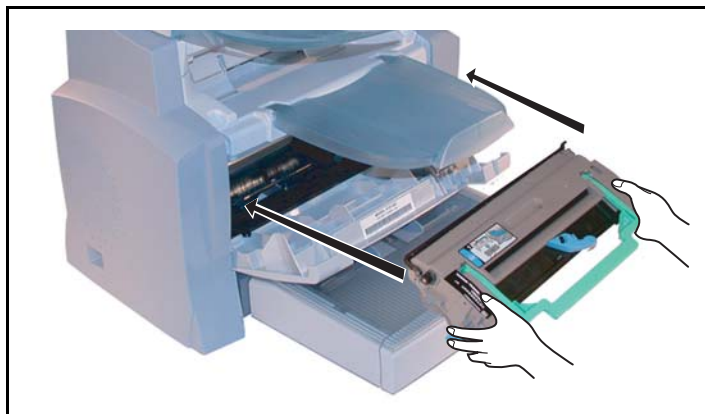
Caution - Do not touch the metal parts located on the side of the toner/drum cartridge set as shown below, to prevent causing damage due to possible static electricity discharges.



Caution - Make sure not to touch the black coloured development roller located in front of the toner cartridge, which would cause downgrading to the print quality of your faxes and your local photocopies.



- 9 - Insert the toner/drum cartridge in the printer as shown below.



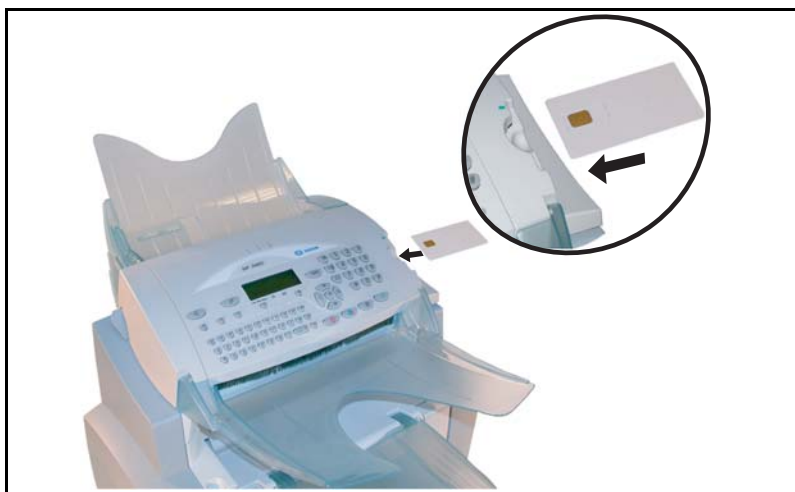
- 10 - Close the printer cover pressing it carefully but firmly until it clicks into position.



- Press **OK** on the scanner control panel. The display shows:

TUE 02 APR 13:39
INSERT GAUGE CARD

- ✎ Insert chip card (supplied with the toner cartridge) into the card reader ensuring that the chip is entered as shown in the illustration below.



- ✎ The following is displayed on the scanner control panel screen:

CHANGE TONER?
YES = OK - NO = C

- ✎ Press **OK**.

- ✎ Once the chip card has been read, the display shows:

TONER OK
REMOVE CARD

- ✎ Remove the card.

Caution - If the following is displayed, check that you have inserted the chip card the right way up.

CANNOT READ CARD
REMOVE CARD

Replacing the drum cartridge

To replace the drum cartridge, proceed as shown below.

When the display shows:

**CHANGE DRUM
<OK> TO CONFIRM**

 1 - Open the printer cover.

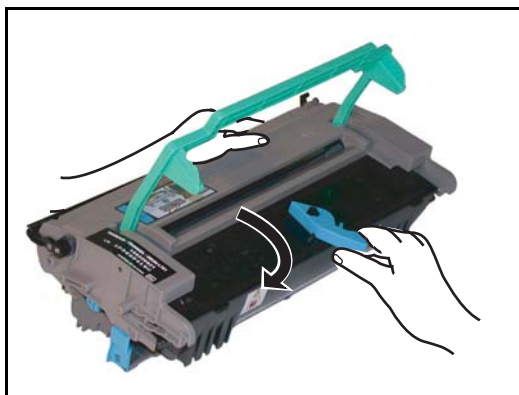


- 2 - Remove the drum/toner cartridge assembly. **In order to protect the environment, do not throw away the used drum cartridge. Used cartridges should be disposed of in accordance with local regulations concerning waste materials.**

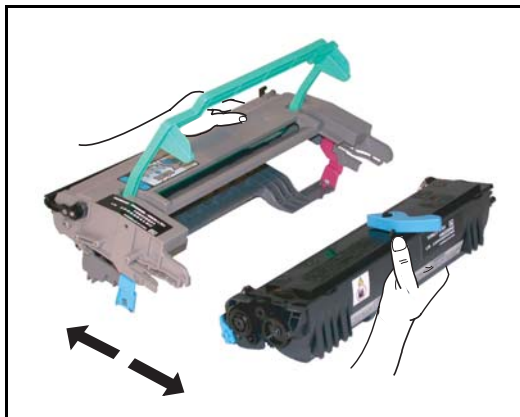


Caution - The fusing unit located inside and at the bottom of the printer may become very hot during operation. **To avoid injury - do not touch.**

- 3 - Unlock the toner cartridge by turning the blue locking clip in the direction shown in the illustration below.

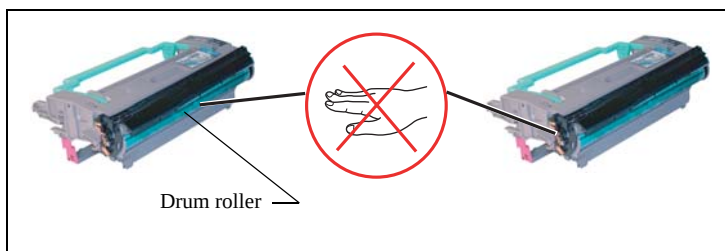


- 4 - Separate the drum cartridge from the toner cartridge.

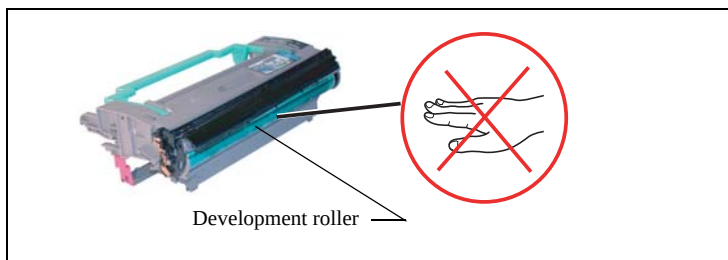


Caution - Make sure not to touch the green coloured drum roller located under the fold away flap of the drum cartridge, which could cause deterioration to the print quality of your faxes and your local photocopies.

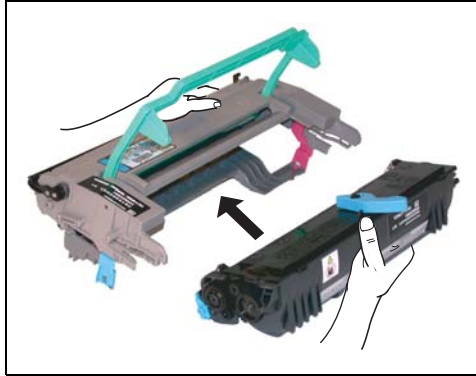
Caution - Do not touch the metal parts located on the side of the toner/drum cartridge set as shown below, to prevent causing damage due to possible static electricity discharges.



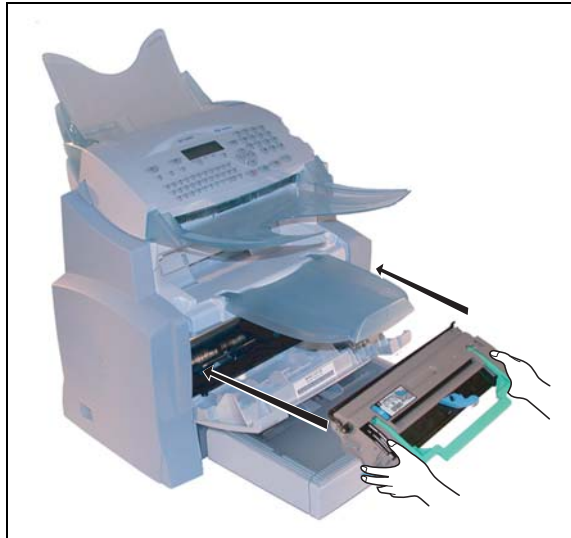
Caution - Make sure not to touch the black colored development roller located in front of the toner cartridge, which would cause downgrading to the print quality of your faxes and your local photocopies.



- 5 - Insert the new toner cartridge in the drum cartridge until locked in place.



- 6 - Insert the toner/drum cartridge in the printer as shown below.



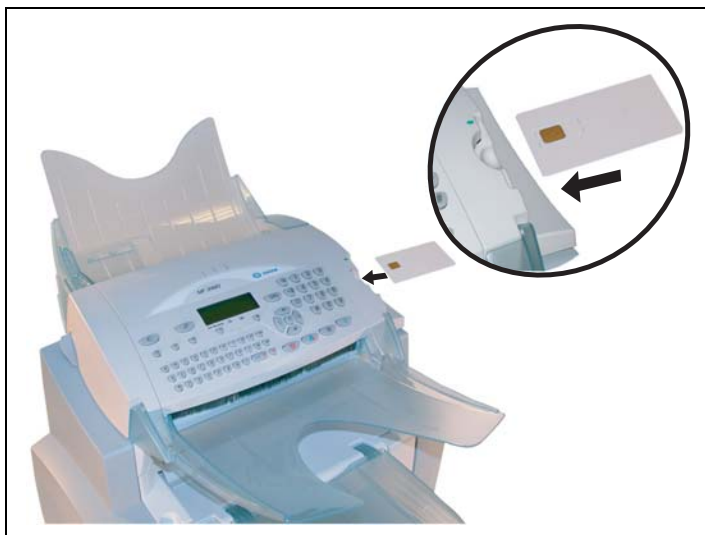
- 7 - Close the printer cover pressing it carefully but firmly until it clicks into position.



- Press **OK** on the scanner control panel. The display shows:

TUE 02 APR 13:39
INSERT GAUGE CARD

- ✎ Insert chip card (supplied with the drum cartridge) into the card reader ensuring that the chip is entered as shown in the illustration below.



- ✎ The following is displayed on the scanner control panel screen:

CHANGE DRUM?
YES = OK - NO = C

- ✎ Press **OK**.
- ✎ Once the chip card has been read, the display shows:

DRUM OK
REMOVE CARD

- ✎ Remove the card.

Caution - If the following is displayed, check that you have inserted the chip card the right way up.

CANNOT READ CARD
REMOVE CARD

CLEANING

Cleaning the printer

Dust, dirt and paper debris on the outer surfaces and inside the printer can interfere with printer performance. Clean the printer regularly.

Caution - Use a soft cloth to clean the printer. Never use abrasive or corrosive detergents. The fusing unit can become very hot during operation. **To avoid injury - do not touch.** Wait for at least 10 minutes after the printer has been turned off and make sure that the fusing unit has cooled before cleaning the interior of the printer.

Cleaning the outside of the printer

Clean the outside of the printer with a smooth duster.

Cleaning the paper feed roller

- 1 - Turn off the printer and unplug the power cord.
- 2 - Remove the drum/toner cartridge set from the machine.



- 3 - Use a soft cloth to clean the paper feed roller located under the fusing unit.



- 4 - Put the drum/toner cartridge set back in place (refer to paragraph **Replacing cartridges**, page 6-2).
- 5 - Close the printer cover, connect the power lead and power the machine using the switch located on the front left hand side.

Caution - The fusing unit located inside the printer above the paper supply roller may become burning hot during machine operation. Avoid touching it ; you could hurt yourself.

SERVICING

For guaranteed performance of your terminal, some maintenance work (replacing the fusing unit and the transfer roll) has to be done on the printer approximately every 50,000 printed pages. Please contact your supplier for this operation.

SCANNER CALIBRATION

You can perform this operation when the quality of photocopied documents is no longer satisfactory.

M 80 OK - ADVANCED FCT / CALIBRATION

☞ Confirm your choice by pressing the **OK** key.

INCIDENTS

COMMUNICATION ERRORS

If the communication fails, the fax advises you of an automatic retry later.

Example of what is displayed:

```
Current time ----- FRI 11 DEC 20:13
Time of next try ----- 0142685014 20:18
```

Transmission from the feeder

You have the choice between:

- waiting until the transmission takes place at the given time,
- restarting the transmission immediately by pressing ,
- abandoning transmission by pressing . To eject the document, press  again.

Transmission from memory

You have the choice between:

- waiting until the transmission takes place at the given time,
- restarting the transmission using the transmission queue (refer to paragraph **Immediately perform transmission from the waiting queue**, page 5-7). In this case, for a document composed of several pages, the transmission will take place from the page where the error occurred,
- abandoning the transmission by deleting the corresponding command in the transmission queue (refer to paragraph **Deleting a transmission on hold**, page 5-8).

The fax machine makes at most 5 automatic redials. The non-transmitted document is automatically deleted from the memory and a transmission report is then printed together with an error code and the cause for transmission failure (see the communication error codes).

Communication error codes

The communication error codes appear in the logs and transmission reports.

General codes

Code 01 - Busy or no fax answer

This code appears after 6 unsatisfactory attempts. Call later.

Code 03 - User break

A communication has been stopped by the user pressing the Ⓢ key.

Code 04 - Non programmed number

A number saved as a one-touch key or abbreviated number is not valid, check it (example: a delayed transmission was programmed with a one-touch key and this key has been deleted in the meantime).

Code 05 - Scanning default

An incident occurred with the scanner, for example, the sheet is jammed.

Code 06 - Printer default

An incident occurred in the printer: no paper, paper jam, opened cover... In the reception mode, this incident appears only if the reception parameter is switched to **WITHOUT PAPER** (refer to paragraph **Reception without paper**, page 3-6).

Code 07 - Disconnected

The link has been cut (bad line). Check the number and try again.

Code 08 - Quality

The document you sent was not well received. Contact your subscriber to see if you need to send again.

Code 0A - No document to be polled

You tried to poll a document from a subscriber who had not prepared his document (no deposit) or the password entered was incorrect.

Code 0B - Wrong number of pages

There is a difference between the number of pages indicated during preparation for the transmission and the number of pages sent, check the number of pages in the document.

Code 0C - Received document error

Ask the subscriber who called you to check the length of his document (it may be too long to be completely received).

Code 0D - Transmission failed

Ask the sender to resend the document.

Code 13 - Memory full

Your fax can no longer receive since its memory is full. There are too many received unprinted documents or too many documents in the transmission queue.

Print the received documents and delete or transmit immediately the documents in the transmission queue.

Code 14 - Memory full

Received document memory full.

Code 15 - Unknown mailbox number

You wish to deposit a document in a subscriber's mailbox. The mailbox number does not exist.

Code 16 - No Relay Bcst list Nr x

You requested a document relay from a remote fax but the fax has not programmed the list of subscribers requested.

Code 17 - Unknown mailbox number

You wish to recover a document from a subscriber's mailbox. The mailbox number does not exist.

Code 18 - Relay Bcst impossible

You have requested a document relay from a remote fax which does not have the relay broadcast function.

Code 19 - Subscriber has stopped

The communication has been stopped by your subscriber (example: a fax wanted to poll your fax but there is no document deposited).

Code 1A - Disconnected

The transmission has not started. The telephone line is busy.

Code 1B - Transmission failed

During transmission: start again.

During reception: ask your subscriber to resend the document.

PRINTER ERRORS

Error messages

If the printer has one of the problems described below, the corresponding message is displayed on the screen.

<i>Message</i>	<i>Action</i>
CHANGE TONER <OK> TO CONFIRM	Replace the toner cartridge. Proceed as indicated in paragraph Replacing the toner cartridge , page 6-2.
CHANGE DRUM <OK> TO CONFIRM	Replace the drum cartridge. Proceed as indicated in paragraph Replacing the drum cartridge , page 6-9.
CLOSE COVER PRINTER	Close the front cover of the printer.
CLOSE UPPER COVER PRINTER	Close the rear upper cover of the printer.
DRUM NEAR END	The drum cartridge is nearly worn out (10% use left).
TONER NEAR END	The toner cartridge is nearly worn out (10% capacity left).
PAPER EMPTY	Install the paper tray. Fill the tray with paper in the required size.
PAPER JAM INSIDE	Open the tray. Remove the jammed sheet.
PAPER JAM EXTERNAL TRAY	Open the cover. Remove the jammed sheet from the print outlet.
PAPER JAM INTERNAL TRAY	Open the cover. Remove the jammed sheet from between the tray and the fusing unit.
PRINTER ERROR XX	Disconnect and reconnect the terminal. If the problem persists, contact your supplier.
PAPER SIZE ERROR	Check paper size (A4 / LETTER / ...)

Printer paper jam

Inside the printer

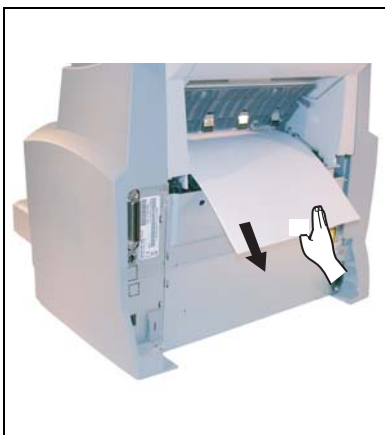
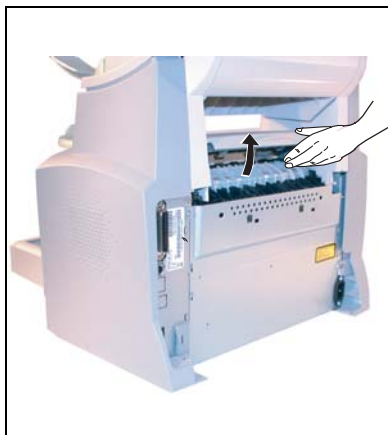
- ✎ Use the following procedure to remove any sheets of paper jammed inside the printer.

Caution - The fusing unit inside the printer can become very hot during operation. To avoid injury - do not touch.

- ✎ Open the front cover of the printer.
- ✎ Remove the toner/drum cartridge set from inside the printer.
- ✎ Remove any jammed sheets.



- ✎ Open the rear cover of the printer.
- ✎ Remove any jammed sheets.



- ✎ Reinstall the drum/toner cartridge set (refer to paragraph **Replacing cartridges**, page 6-2).
- ✎ Correctly close the front and rear covers of the printer.

Paper jam at the feeders and trays

The figures below show different type of paper jam you might experience when using your machine.

- ✎ Remove any stuck sheets as shown by the arrow depending on where the paper jam occurs

At the printer output stacker



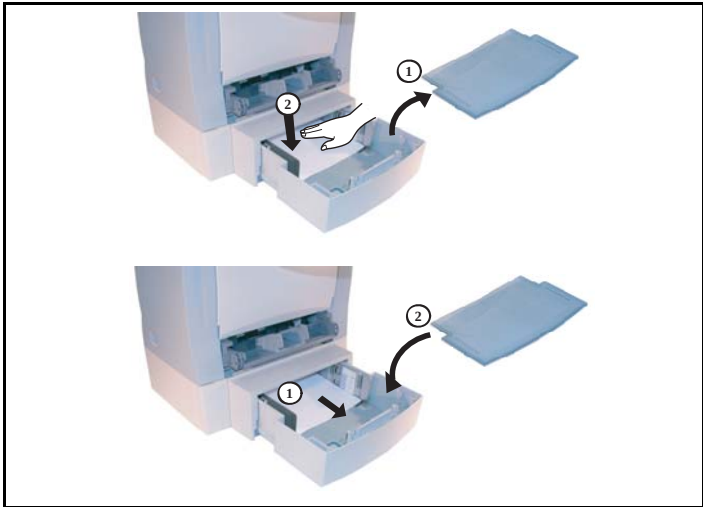
At the paper tray



At the manual feed tray



Second cassette unit and paper tray (option)

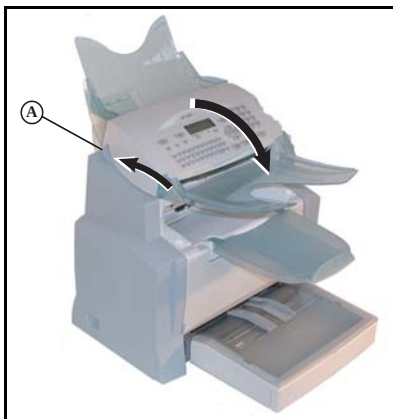


SCANNER INCIDENTS

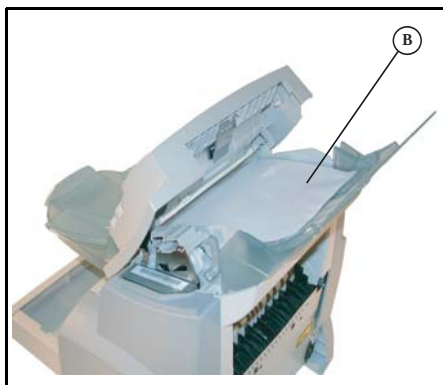
Scanner paper jam

When a paper jam occurs, the message **REMOVE DOCUMENT** appears on the control panel screen. If jams often occur in a specific part of the unit, the latter needs to be checked, cleaned or repaired.

- ☞ Open the scanner cover by pressing key (A).



- ☞ Remove the jammed paper (B) without tearing it.



- ☞ Then, close the scanner cover.

MISCELLANEOUS INCIDENTS

At switch-on nothing appears on screen

Check that the mains cable is plugged in, and check the mains plug if necessary.

The fax does not detect the presence of your inserted document. The message **READY** does not appear on the screen

At the start and during scanning, **REMOVE DOCUMENT** appears on the screen

Remove the document or press the  key.

Check the thickness of the document (30 sheets of paper of 80 g/m²).

Iron out the sheets if needed.

Help the sheets along.

The fax machine does not receive any faxes

Check that the telephone line cable is correctly plugged in and that there is a tone signal on the telephone line by means of the  key.

You receive a blank page

Make a photocopy of a document; if it is correct then your fax is functioning normally. Call back the subscriber and have him resend the document. It was probably sent with the sheet inserted backwards.

You cannot send a fax

Check that the telephone line cable is correctly plugged in.

Check the tone by pressing the  key.

Check the prefix is correctly programmed and used.

MACHINE PACKING AND TRANSPORTATION

Always use the original package when transporting the machine. Failure to do so could void the warranty.

-  1 - Disconnect the machine from the telephone network and the AC power socket.
-  2 - Open the front cover.
-  3 - Close the front cover. Unplug the phone line cord and the AC power cord, the document holder and the document stacker. Put them in the original package.
-  4 - Put the machine in the plastic bag and then in the original package, with all the original packing material.
-  5 - Close the shipping box with adhesive tape.

CHARACTERISTICS

Device type: Office fax machine, fast, operation with all Group 3 devices according to ITU-T recommendations.

UNIT CHARACTERISTICS

Dimensions:	Width: 430 mm Depth: 460 mm Height: 420 mm (not including stacker)
Weight:	14 kg
Electric power supply:	220-240 V - 50/60 Hz - 4 A
Power consumption (max. values):	- standby mode: less than 15 W - wait mode: less than 75 W - operation: 580 W during copy (850 W peak)
Operating temperature:	- operation: +10°C to 35°C (50 to 95°F) with a maximum difference of 10°C per hour - storage: 0°C to 40°C (32 to 104°F) with a maximum difference of 10°C per hour
Operating humidity:	Operation or storage: 20% to 80% RH (without condensation) with a maximum difference of 20% per hour
Original document size:	Width: 216 mm max. Height: 297 mm Thickness: 0.05 to 0.15 mm
Document feeder:	Max capacity: a normal capacity of 35 pages (80 g/m ²)
Reception size (A4 size):	Width: 210 mm Length: 297 mm
Reception paper:	Plain paper (copier type (80 g/m ²))
Paper tray capacity:	250 pages max. (80 g/m ²)
Second paper tray (option):	Second paper tray: 500 pages (80 g/m ²)
Transmission procedures:	In accordance with UIT-T recommendations for group 3 copiers
Possible phone line connections:	To all public switched telephone networks (or equivalent)
Scanned image resolution:	Scanner: 600 dpi
Reading system:	CIS optronics reading
Print type:	Laser printing process
Printer resolution:	600 x 600 dpi
Communication rate:	For group 3: 33600/14400/12000/9600/7200/4800/2400 bps

The effective transmission time for an A4 page ranges between a few seconds to approximately one minute (depending on line quality, modem bit rate, the amount of information on the original document and the resolution) (*).

(*) Not taking into account the exchange initialisation procedure.

Encoding type:	MH (Modified Huffman) MR (Modified Read) MMR (Modified Modified Read)
-----------------------	---

Internet (general specifications):	V90 modem (up to 56 kbps) TCP/IP/PPP protocols SMTP/POP3/MIME protocols for E-mails
File format:	- Image: TIFF-F for black/white documents and JPEG for color documents - PDF: monochrome and color
Specifications may change for improvement without prior notice.	

Contents
Installation
Getting started
Setting your machine
Directory
Operation
Maintenance
Safety

7 SAFETY AND ENVIRONMENT

SAFETY



SAFETY WARNING

Before powering on your unit, make sure the mains outlet it is connected to meets the requirements printed on the warning label on your unit, or on the separate power supply (depending on the model). **This unit must not be installed on the floor.**

If your unit works with a separate Power Supply, use only the one delivered with your unit; never use another power supply.

If your unit works with a battery, replace it only with the same type of battery or an equivalent type recommended by the manufacturer.

Warning: incorrect replacement of the battery may cause an explosion. Replace only with the same or equivalent type recommended by the manufacturer. Dispose of used batteries according to the manufacturer's instructions.

Used batteries must be disposed of following the manufacturer's instructions.

Depending on the model, the unit's mains plug may be the only way to disconnect the unit from the power network. Therefore you must respect the following:

- Your unit must be connected to a mains outlet located nearby.
- The mains outlet must remain easily accessible.

Your unit is delivered with a power cord including a plug which, depending on the model, may be:

- without earth (the  symbol on the warning label).
- with earth (no symbol on the warning label). It is imperative that a power plug with an earth be connected to a wall outlet with an earth.



APPAREIL A RAYONNEMENT LASER
DE CLASSE 1
CLASS 1 LASER PRODUCT
LASER KLASSE 1
APPARECCHIO LASER DI CLASSE 1
PRODUCTO LASER DE CLASE 1
APARELHO A LASER DE CLASSE 1

If the machine is powered when you remove the upper cover, be careful with the two following dangers:

- Laser beam interception by human eye can produce irremediable injuries.
- Human contact with parts electrically powered can produce a very dangerous electric shock.

ENVIRONMENT

The preservation of the environment is of importance to the manufacturer. The manufacturer wishes to service the installations with respect to the environment and has chosen to integrate the environmental performance in the whole lifecycle of its products, throughout manufacturing, release use and disposal.

THE PACKAGING



The (green point) logo indicates that a contribution is given to an approved national organization to improve the packaging salvage and recycling infrastructures.

To make recycling easier, follow local rules and regulations concerning sorting and disposal of such waste.

BATTERIES AND RECHARGEABLE BATTERIES

If your product contains batteries or rechargeable batteries, these shall be disposed of at the designated collecting centers.

THE PRODUCT

The crossed bin symbol on the product indicates that it belongs to the electric and electronic equipment family. The crossed bin symbol on the product indicates that it belongs to the electric and electronic equipment family.



Therefore, according to European regulations you are requested to dispose of it at the selected collection areas:

- to distribution centers in case of equivalent equipment purchase,
- to the available local collecting centers (dump, selective collection, etc.).

Thus, you participate in the "Waste of Electric and Electronic Equipment reuse and development" which can have potential effects on the environment and human health.

ENERGY STAR



The purpose of the International ENERGY STAR® Program is to promote the development and popularization of energy-efficient office equipment.

As an ENERGY STAR® Partner, Sagem Communication has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

CONSUMABLES REFERENCES

Toner cartridge TNR 370: 251 471 044

Drum cartridge DRM 370: 251 471 057

CONSUMABLES CHARACTERISTICS

Toner cartridge: The standard toner cartridge can produce up to 6,000 pages (when printing on A4 paper with a 5% max. black and white ratio) or 10,000 pages ITU No. 1 in normal mode.

The initial toner cartridge can produce up to 2,000 pages (when printing on A4 paper with a 5% max. black-and-white ratio).

The service life of the toner cartridge mainly depends on the type of printed document and the average number of pages per print operation).

Drum cartridge: The standard drum cartridge can produce up to 20,000 pages.

The initial drum cartridge that comes with the printer can produce up to 4,000 pages.

Various factors may influence the effective service life of the drum cartridge, namely the environment (temperature, humidity), the average number of pages per print operation, the type of paper used, etc.

The declaration of compliance can be consulted on the site **www.sagem.com** category "**Support**", or can be requested at the following address:

SAGEM Communication - Customer relations department
4 rue du petit Albi - 95800 Cergy Saint-Christophe - FRANCE

Data subject to change without notice



Sagem Communication

Société anonyme au capital de 300 272 000 € - 480 108 158 RCS PARIS

27, rue Leblanc - 75512 PARIS CEDEX 15 - FRANCE

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